



BID NO: COM58/2025

**APPOINTMENT OF A REMOTE METER READING
SERVICE PROVIDER FOR CITY OF MBOMBELA
FOR A PERIOD OF THREE YEARS**

CLOSING DATE: 25 AUGUST 2025 AT 11:00am

NAME OF BIDDER: _____

CSD REG NO: MAAA _____



INDEX	PAGE
Invitation to Bid.....	3 – 5
Special Conditions.....	6 – 8
Notes / Checklist for mandatory returnable document	9 – 16
Terms of reference and pricing schedule	17 – 50
Pricing Schedule – Firm Prices.....	51
Declaration of interest.....	53 – 54
Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (Purchases).....	55 – 59
Contract Form – Rendering of services.....	60 – 61
Declaration of Bidder’s Past Supply Chain Management Practices	62 – 63
Certificate of independent bid determination.....	64 – 66
Authority to sign a bid	67 – 68
Certificate of authority for joint ventures	69
PPPFA: Preferential Point System	70
 ANNEXURE A	
Tax Clearance Certificate application form	
 ANNEXURE B	
General Conditions of Contract	

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF MBOMBELA					
BID NUMBER:	COM58/2025	CLOSING DATE:	25 AUGUST 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A REMOTE METER READING SERVICE PROVIDER FOR CITY OF MBOMBELA FOR A PERIOD OF THREE YEARS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MUST BE SUBMITTED IN THE TENDER BOX LOCATED @ NO: 1 NEL STREET; MBOMBELA; 1200; MBOMBELA CIVIC CENTRE NEXT TO THE MAIN ENTRANCE.					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE		R	
SIGNATURE OF BIDDER	DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
Financial Management Supply Chain Management Christopher Nkambule Telephone Number: 013 759 2358 Email christopher.nkambule@mbombela.gov.za			Financial Management Revenue Management Services Sylvester Khoza Telephone Number: 013 759 9266 Email Address: sylvester.khoza@mbombela.gov.za		

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE SUBMITTED AT THE ADDRESS REFLECTED AND AS PER INSTRUCTIONS ON THE TENDER INVITATION. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



BID NO: COM58/2025
CLOSING DATE: 25 AUGUST 2025 AT 11:00

**APPOINTMENT OF A REMOTE METER READING SERVICE PROVIDER
FOR CITY OF MBOMBELA FOR A PERIOD OF THREE YEARS**

Bids are hereby invited from specializing service providers on remote meter reading services for City of Mbombela for a period of three (3) years.

It is compulsory that service providers download a copy of the bid document that will ONLY be available as from 24 July 2025 on the City's website: www.mbombela.gov.za on the tenders and notices folder and National Treasury e-Tender Portal: www.etenders.gov.za, free of charge.

Duly completed bid documents and supporting documents which are, CERTIFIED ID COPIES OF BUSINESS DIRECTORS, COPY OF TAX COMPLIANCE STATUS, CERTIFIED COPY OF B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE TO CLAIM B-BBEE POINTS, CURRENT MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RESIDENCE FROM A TRIBAL AUTHORITY OR LEASE AGREEMENT ACCOMPANIED BY THE LESSOR'S UP-TO-DATE MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY FOR BOTH THE COMPANY AND ALL ITS ACTIVE DIRECTORS INCLUDING JV's AND CONSORTIUMS, CSD REGISTRATION FULL REPORT (Summary Report will not be considered) and a copy of the COMPANY REGISTRATION CERTIFICATE, together with the bid document must be sealed in an envelope clearly marked: "BID NO, COM58/2025: APPOINTMENT OF A REMOTE METER READING SERVICE PROVIDER FOR CITY OF MBOMBELA FOR A PERIOD OF THREE YEARS, CLOSING DATE: 25 AUGUST 2025," with the name of the bidder shall be placed in the bid box at MBOMBELA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered. No briefing session shall be conducted for this tender. Technical enquiries may be directed to the project manager on the below contact details.

Bidders are advised not to commit fraudulent activities or forge documents. All abusers of the SCM system, including forging or faking of returnable documents, may be reported to SAPS and restricted from doing business with any Public Institutions for a period NOT exceeding 10 years which is in line with section 28 and 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, No 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022, where 80 points will be allocated in respect of price and 20 points in respect of specific targeted goals as per the City's Preferential Procurement Policy.

Supply Chain Management : Christopher Nkambule (013) 759 2358
Project Manager : Sylvester Khoza (013) 759 9266
Employer : City Manager: Mr W. Khumalo
City of Mbombela
Po Box 45; Mbombela; 1200

NB: The results of this bid will be published on council website as prescribed on the MFMA sec 75 (1) (g) and SCM regulations, sec. 23 (c).

SPECIAL CONDITIONS OF THE BID

1. SUBMISSION OF TENDERS

The tender is to be made out on the tender form attached hereto, which must not be detached from this document, and the completed document, fully priced and totalled, completed in all respects, signed and is to be sealed in an envelope which is to be enclosed and delivered in accordance with the instructions contained on the Invitation to Tender.

Proof of posting of a tender will not be accepted as proof of delivery to the appropriate place for the receipt of tender.

Tenders will be opened in public immediately after the advertised closing date.

The information to be submitted by prospective bidders will only be used for tender purposes taking into consideration the Protection of Personal Information Act (POPI Act).

2. TENDER DEPOSIT

Tender documents can be downloaded from the following link: www.mbombela.gov.za, in the tenders and notices folder and National Treasury e-Tender Portal: www.etenders.gov.za, free of charge.

3. ADJUDICATION OF TENDER

The City of Mbombela will not be bound to accept the lowest or any tender and also reserves the right to cancel the tender when deemed necessary.

The tender will be adjudicated by the City in terms of the Preferential Procurement Policy Framework Act, no. 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022 and the City's Preferential Procurement Policy, where 80 points will be allocated in respect of price and 20 points in respect to specific targeted goals.

Prospective service providers may not make any alterations or additions to the Bid document, except to comply with instructions issued by the employer. The tender document must be furnished with non-erasable black ink and all corrections made by the service provider should be dated and signed by the authorized signatory. Erasures and the use of masking fluid, tippex, pencil or erasable ink are prohibited and failure to adhere to this condition will render your submission non-responsive.

A bid not complying with the mandatory requirements stated in the bid document will be regarded as non-responsive and as such will be rejected. If a Bid has not been properly signed by a party having the authority to do so, according to the example of "Authority for Signatory" will be rejected. This condition will not apply to companies owned by one director / member / sole proprietorship.

A bid will be rejected if any municipal rates and taxes or municipal service charges owed by the bidder (business) or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. Similarly, none submission of proof of valid and up-to-date rates and taxes statement will render the submission non-responsive.

Bids will be rejected if the bidders or any of the directors are listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. Bids will be rejected if the bidder has abused the CoM's Supply Chain Management System or SCM Processes of any state institutions.

MBD 1 will be regarded as a FORM OF OFFER and if the form is not completed in full and signed by the authorized signatory, the submission will be regarded as non-responsive.

4. COMPLETION OF TENDER DOCUMENTS

Tenders will only be considered on receipt of this tender document correctly completed with all insertions in black ink and signed.

The following compulsory documentation **MUST** be attached in order for the bid to be considered:

- Copy of a valid Tax Compliance Status (TCS)
- Proof of company registration
- Certified ID copies of business directors
- CSD full registration report must **NOT** be older than **30 days** from closing date and summary report will NOT be considered.
- Tenderer must provide valid copies of current municipal rates and taxes statements from relevant local authority / proof of residential from tribal authority (if the business is operating or the directors are residing in rural areas) / lease agreement with the lessor's up-to-date municipal rates and taxes statements for both the business and all business directors including consortium and JV partners. Prospective bidders should ensure that the physical address details of the company and directors reflected on the CSD is similar to the one reflected on the company registration certificate. The municipality reserves the right to verify both the municipal rates and taxes of the company details reflected on the CSD and company registration certificates. The municipality further reserves the right to use ID numbers of the directors to verify if any municipal rates and taxes are not owned by each director. It is prudent and remains the responsibilities of the prospective bidders to ensure that each director, lessor and company rates are cleared with regards to the municipal rates and taxes.

NB: Certified copies of documentation must not be older than three months to be regarded as valid. Copies of "certified copies" will not be acceptable as true copies of original documents. Failure to adhere will lead to immediate disqualification.

5. COMPULSORY BRIEFING SESSION

NONE

6. TAXES AND DUTIES PAYABLE

Bidders shall allow in their tender for the payment and recovery of all taxes and other duties. No claims for additional payment in this respect will be considered. Prices and rates quoted shall be inclusive of Value Added Tax (VAT). VAT shall be recorded as a lump sum in the tender summary and the total inclusive of VAT carried to the Form of Tender.

7. WITHDRAWAL OF TENDER

In the event of the successful tender failing to execute the service in terms of this tender, the Municipality shall be entitled to cancel the contract summarily, in which event the Bidder shall be liable for any additional expense incurred by reason of the Municipality having to call for fresh tenders or having to accept any less favourable tender.

8. NOTICE OF BIDDERS

Should any additions or alterations to the document as issued to Bidders be deemed necessary prior to the date for submission of tenders, these will be issued to Bidders in the form of Notices to Bidders and will form part of the tender document.

The Notices to Bidders shall be completed where applicable by Bidders, signed, dated and returned with the tender documents.

9. PERIOD OF VALIDITY OF TENDERS

The bids submitted by the service providers will be valid for a period of hundred and twenty (120) days and the validity period may be extended for further period of thirty (30) days. The following procedures and processes shall be followed in extension of the validity date.

- (a) Requests for the extension of validity dates must be extended to all service providers.
- (b) Proof should be provided that all services providers shown interests in the bid have been contacted.
- (c) Service providers have consented on the extension.
- (d) Bidders that have not responded or rejected the request for the extension of the validity will be eliminated from the processes.
- (e) That any prices changes resulting from the extension of the validity date shall be taken into considerations when evaluating bids.
- (f) The request for the extension for the validity date extended to interested service providers shall have a (seven) 7 working dates respond period.
- (g) Every case will be treated on its own merit, however, non-response from the services providers does not render the entire project null and void.

10. BID PRICE

Bid prices will be regarded fixed for the first 12 months and no additional cost will be added. Bid prices must be in South African currency and include VAT (if applicable)
Bid prices must include disbursements.

NOTES / CHECKLIST FOR RETURNABLE DOCUMENTS STIPULATED UNDER SPECIAL CONDITIONS OF TENDER DOCUMENTS AS MANDATORY REQUIREMENTS. THIS DOCUMENT SHALL BE APPLICABLE TO ALL TENDER DOCUMENTS OF THE CITY.

Preamble

The objective of this checklist is aimed at ensuring that interpretation and application of the special conditions and other mandatory requirements at Bid Evaluation Committee (BEC) & Bid Adjudication Committee (BAC) are aligned as envisaged by the Bid Specification Committee (BSC). This will enhance consistency and uniformity in the entire bid committee system whilst promoting “user friendly” principles by simplifying tender requirements to all interested prospective bidders.

ITEM NO:	DESCRIPTION / RETURNABLE DOCUMENTS	NOTES	FOR OFFICE USE ONLY	
			CHECKLIST	YES or NO or N/A
1.	Company Registration Certificate	<p>a) It's a certificate issued by the Companies and Intellectual Property Commission in line with section 14 of the Companies Act 78 of 2008</p> <p>b) A Certificate issued by CIPRO in line with section 2 of the Close Corporation Act 69 of 1984</p> <p>NB: The registration of Close Corporations (CCs) was replaced by introduction of the New Companies Act which came to effect in April 2011. CCs to be recognized as valid registration certificate will be up to 2010.</p>	Has the bidders attached a valid company registration document in line with the applicable legislation?	YES
2.	Company Profile	<p>a) A Company Profile is a professional introduction of your Business that aims to inform Clients about its purpose, vision, trustworthiness, products and services, and experience of your Company. It is basically a “CV for your Business/Company”</p>	Has the bidder attached a company profile and its experience is relevant to add value on this project?	N/A

<p>3.</p>	<p>Certification of documents to be submitted together with the tender document.</p> <p>I.e. ID Copies of business owners, qualifications, Licenses and certificates, accreditation by professional bodies, proof of ownership document, appointment letters, completion certificates, etc.</p>	<p>a) The certification of documents must be done by a commissioner of oath as prescribed in the Justices of the Peace and Commissioners of Oaths Act 16 of 1963 and its Regulations.</p> <p>b) Acceptable certified copies are copies originally certified from any police station, post office, Lawyers or notary public (who are members of a recognised professional body), Actuaries or accountants (who are members of a recognised professional body), Members of the judiciary, Directors, managers or company secretaries of a banks or regulated financial services business.</p> <p>c) <i>Commissioner of Oaths stamps can be purchased at Stationary shops, but it can be custom made following the below example:</i></p> <div data-bbox="853 738 1603 1034" style="border: 1px solid black; padding: 5px;"> <p>CERTIFIED TRUE COPY OF THE ORIGINAL DOCUMENT. THERE ARE NO INDICATIONS THAT THE ORIGINAL DOCUMENT HAS BEEN ALTERED BY UNAUTHORISED PERSONS.</p> <p>Designation (rank)ex officio: RSA</p> <p>Date: Place</p> <p>Business Address:</p> <p>.....</p> <p>Commissioner of Oaths</p> <p>.....</p> <p>Signature Full Names</p> </div> <p>NB: All certified copies must NOT exceed three months and be originally certified.</p>	<p>Has the bidder certified all documents to be certified as per special conditions of bid?</p> <p>Check validity on the date, check if the commissioner of oaths stamp is compliant as per example copied from the Regulations.</p>	<p>YES</p>
<p>4.</p>	<p>Central Supplier Database (CSD) Full report, (Summary report will NOT be acceptable).</p> <p>N/B CSD Report date should not be more than 30 days before Bid closing date.</p>	<p>a) The City requires that all prospective bidders should be registered on CSD. This is aimed at verification of email addresses, phone numbers, banking details, company registration numbers, tax status with SARS, state employees, etc.</p>	<p>Has the bidder attached a full CSD report, are tax matters in good order, are the directors not in the employment of any state and the CSD report is not older than 30 days from the</p>	<p>YES</p>

			closing date?	
5.	Tax Compliant Status (TCS)	a) Prospective bidders are required to attach a valid TCS together with the tender document.	<p>Has the bidder attached a valid (not expired) TCS? The designated official should verify the bidder's tax compliance status prior to finalization of the award of a bid or prize quotation. Where the recommended bidder is not tax compliant, the bidders should be notified of their non-compliant status and the bidder must be requested to submit to the City within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made arrangements to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder to the City must be verified via the CSD report or e-Filing. The City should reject a bid submitted by the bidder if</p>	YES

			such a bidder fails to provide proof of tax compliance status within the timeframe stated above (See MFMA Circular No: 90).	
6.	Certified copy of B-BBEE Certificate / affidavit for B-BBEE status level of contributor (to claim points only).	<p>a) EMEs in terms of the B-BBEE Act 53 of 2002 JUNE submit a sworn affidavit confirming annual total revenue and level of black ownership or Certified Copy of B-BBEE Certificate.</p> <p>b) Bidders other than EMEs and QSEs MUST submit their certified copies of valid B-BBEE status level verification certificate, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA or a verification agency accredited by SANAS.</p> <p>c) A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p> <p>NB: There is NO consolidated affidavit for B-BBEE status level of contributor. Only consolidated B-BBEE certificate will be considered for JVs / Consortium & large companies that are making an annual turnover in excess of R50 million including value added tax (VAT). <i>This is not a disqualifying factor, non-adherence will lead to no allocation of B-BBEE points.</i></p>	<p>Is the copy B-BBEE Certificate valid?</p> <p>Is the sworn affidavit for EME / QSE in line with the threshold for EME and EME and valid?</p> <p>If the tendering entity is a JV / Consortium / Large company, has the bidder attached a certified copy of a valid and consolidated B-BBEE certificate in order to claim points as prescribed by the MSCM Regulations?</p> <p>Is the copy of B-BEE certificate certified by the Commissioner of Oaths reflects as prescribe on the regulations of the Act?</p> <p>Is the affidavit for B-BBEE stamped and signed by commissioner of oaths? I.e. full names and signature, force/practice number, designation / rank, date and address.</p> <p>Is the certification date not older than 3 months and</p>	YES

			original ink is clear on the document to confirm if it is originally certified?	
7.	Formal agreement must be attached in case of a joint venture (JV) or consortium.	a) The JV/consortium must amongst others, reflect clear profit and loses sharing percentages. It is compulsory that the lead partner must have at least 51% majority shares in the JV/consortium.	If the tendering entity / bidder is a JV/Consortium, has the bidder attached a detailed JV/Consortium agreement with all critical information?	YES
8.	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required returnable documents.	a) This will not be applicable to functionality and B-BBEE requirements.	If the tendering entity / bidder is a JV/Consortium, have the parties involved attached all individual required documents as per special condition of bid?	YES
9.	<p>Latest municipal rates and taxes certificates from relevant local authority for the business and all business directors</p> <p style="text-align: center;">OR</p> <p>Proof of resident from tribal authority for the business and all business directors</p> <p style="text-align: center;">OR</p> <p>Lease agreement with the Lessor's latest municipal rates and taxes certificates from relevant local authority.</p> <p>NB: All accounts owing any</p>	<p>a) If the business is operated and its director(s) are residing within a municipal area, bidders are expected to attach latest municipal rate and taxes certificates for the business and ALL its directors.</p> <p>b) If the business is operated and its director(s) are residing within a tribal authority. Bidders are expected to attach proof of resident for the business and ALL its directors.</p> <p>c) If the business directors are leasing a facility for residential purposes, they are required to attach individual lease agreement with lessor's latest municipal rates and taxes for a facility is within a Municipal boundary and if the business is renting office / business facility, the bidders are required to</p>	<p>Has the bidder attached latest municipal rates and taxes from relevant local authority for the company / business and all company directors / owners?</p> <p>In case of lease, has the bidders attached lease agreements and lessor's proof of res from a tribal authority or latest municipal rates and taxes certificate?</p> <p>Is the account not in areas for more than 90 days (3</p>	YES

	<p>municipality for more than 90 days will be disqualified as prescribed on the MSCM Regulations.</p>	<p>attach lease agreement for the business with lessor's latest municipal rates and taxes for a facility within a municipal boundary. If the facility leased is in a rural area, lease agreement will be accompanied with the lessor's proof of residential from a tribal authority.</p> <p>NB: <i>Domicilium citandi at executandi</i>: Domicilium citandi et executandi is a Latin legal term meaning the address nominated by a bidder in a legal contract where legal notices may be sent.</p> <p>Bidders are encouraged to update their addresses when they relocate their businesses and the preferred address on the CSD should be in line with the address on the Company Registration Document. It is the responsibility of the bidder to ensure that all physical addresses reflected either on the company registration document and CSD are not owing any municipal rates and taxes for more than three months including the Lessor's municipal account in case of lease. The rationale behind this requirement is the enhance revenue in RSA municipalities as enshrined on the Municipal Systems Act 32, 2000. Failure to attach is an immediate disqualification but failure to align addresses will not be a disqualifying factor, however all addresses reflected on the both the CSD and company registration document will be subjected to this requirement.</p>	<p>months)?</p>	
<p>10.</p>	<p><u>Forging of documents/certificates</u> The City has noted that prospective bidders are allegedly submitting fraudulent and forged documents when bidding for tenders. Bidders are advised not to commit fraudulent activities and forge documents. The City will ensure that</p>	<p>Section 34(1)(b) of the Prevention and Combating of Corrupt Activities Act 12 of 2004, stipulates that: <i>“any person who holds a position of authority and who knows or ought reasonably to have known or suspected that any other person has committed the offence of theft, fraud, extortion, forgery or uttering a forged document involving an amount of R100 000 or more, must report such knowledge or suspicion or cause such knowledge or</i></p>	<p>Are there any suspicious / alleged fraudulent or forged documents? If yes, has the matter been reported to the nearest SAPS following correct institutional protocol? Has the matter been</p>	<p>YES</p>

	<p>this Act is adhered to by reporting all abusers of the SCM system to SAPS and enlist them on the Register of Tender Defaulters as prescribed on section 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.</p> <p>Abusers of the SCM system, amongst other penalties, may be restricted to do business with any Public Institutions for a period NOT exceeding 10 years (see section 28 of this Act).</p>	<p><i>suspicion to be reported to any police official</i>".</p> <p>Section 34(2) of the same Act stipulates that: "<i>subject to the provision of section 37(2), any person who fails to comply with subsection (1), is guilty of an offence</i>".</p>	<p>registered with the Registrar to enable due processes and per the Act?</p> <p>NB: The minutes of the BEC / BAC should detail all the elements of alleged fraud and forged documents.</p>	
11.	<p>Copy of Public Liability insurance. Only insurance covers from registered and authorized financial service providers will be accepted.</p>	<p>a) Public liability insurance may vary from one project to another on the basis of the level of risk and complexity of the project. Minimum cover to be determined by the BSC prior consultation with the project manager if deemed necessary.</p>	<p>If applicable, is the bidder compliant with the minimum cover stipulated in the bid document?</p> <p>Is the public liability insurance from a registered financial institution?</p>	N/A
12.	<p>Recent audited / independently reviewed financial statements for three consecutive years.</p> <p>NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.</p>	<p>a) Applicable to private companies that are not managed by its owners, if:</p> <ul style="list-style-type: none"> - It compiles its financial statement internally and its public interest score is less than 100. - It has its financial statements compiled independently and its public interest score is between 100 and 349. - the public interest score is 350 points or more, is required for an audit to be conducted. 	<p>Has the bidder furnished MBD 5 as mandatory for all projects estimated to be in excess of R10 million?</p> <p>Has the bidder attached the relevant AFS as required by law and is it aligned with his/her declaration on MBD 5? False / mismatched / inconsistent declaration may lead to immediate disqualification.</p>	N/A
13.	<p>Recent annual financial statement (AFS) for three consecutive years</p>	<p>a) Applicable to private companies with a public interest score of less than 100.</p>	<p>Has the bidders furnished MBD 5 as mandatory?</p>	N/A

	(unaudited AFS). NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.	b) If, with respect to a particular company, every person who is a holder of, or has a beneficial interest in, any securities issued by that company is also a director of the company, that company is exempt from the requirements in this section to have its annual financial statements audited or independently reviewed. NB: An independent review will suffice if the company has opted to have its financial statement audited or is required by its Memorandum of Incorporation (MOI) to do so.	Has the bidder attached the relevant AFS as required by law in line with his/her declaration on MBD 5?	
14.	Functionality / Quality for evaluation of complex projects	a) Functionality test refers to evaluation of bidders on various aspects of the contract to establish if the bidders has the capabilities to execute the contract or not. The various aspect may include but not limited to: track record and experience on similar projects, human resource and their individual experience, financial capabilities, relevant technology, etc. NB: Functionality will not be compulsory for all projects but for complex projects. Functionality criteria will vary from one project to another.	Has the bidder met the minimum threshold on functionality in order to qualify for further evaluation on price and B-BBEE? Has the bidders been scored in line with the evaluation criteria set on the tender document? All portfolio of evidence attached and certified as stated on the bid document?	YES
15.	The Compensation for Occupation Injuries and Diseases Act 130 of 1993 (COIDA)	a) The COIDA provides for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases, hence bidders are expected to attach COIDA certificates in line with their specialize area aligned to the type/nature of business.	If applicable, is the COIDA certification / letter of good standing attached, valid and reflects the nature of work in line with the scope of works?	N/A

TERMS OF REFERENCE FOR APPOINTMENT OF A REMOTE METER READING SERVICE PROVIDER FOR CITY OF MBOMBELA FOR A PERIOD OF THREE YEARS

1 Definitions

For the purpose of this specification/terms of reference, the following definitions shall apply for all sections:

Electrical Bulk meter	:	Means all electronic multifunction direct-connect (100A - 160A), CT or CT - VT connected meters.
Electrical conventional meter	:	In the context of this document it refers to a credit meter or post-paid meter.
Electrical credit meter	:	Refers to an electro-mechanical or an electronic credit meter that records consumption which is subsequently billed to a consumer.
Council	:	Means the City of Mbombela (COM).
Professional Electrical Engineer	:	Means a Professional Electrical Engineer registered with the Engineering Council of South Africa (ECSA).
GM	:	Means the General Manager: Energy of the COM or his/her nominee/s.
Proposal	:	Means the service provider's priced offer to the Council to render services in terms of the Contract, including all documents forming part of the Contract.
Working Hours	:	Means Council's official working hours, which are 07:30 to 16:00

2 Abbreviations

For the purpose of this specification, the following abbreviations are used for all sections:

COM	:	City of Mbombela
APN	:	Access Point Name
GPS	:	Global Positioning System
RS	:	Revenue Services
RMSP	:	Remote Meter Service Provider
EMMC	:	Electricity Meter Management Consultant
BPM	:	Business Process Management software (Orbit Workflow/Web methods)
kWh	:	Unit of consumption in kWh
MDMS	:	Meter Data Management System
MPLS	:	Multiprotocol Label Switching
NMD	:	Notified Maximum Demand – kVA
NAC	:	Network Access Charge – Rand/kVA
VM	:	Virtual meter
RDBMS	:	Relational Database Management System
URL	:	URL is an acronym for Uniform Resource Locator and is a reference (an address) to a resource on the Internet. A URL has two main components: Protocol identifier: For the URL http://example.com , the protocol identifier is http.
ORHVS	:	ORHVS is an acronym for a valid Operating Regulations for High Voltage Systems by an ESETA accredited body.

Where mention of the following systems, software packages or brand names are made in the document, it shall also mean the replacement systems, packages or brand names in use by the COM at any specific time during the course of the Contract:

- **AMR** (Automated Meter Reading)
- **BPM** (Business Process Management System) where no BPM process is in place on the BPM system an alternative method of communication and sharing of information shall be used until such time the BPM process is implemented on the BPM system
- **SOLAR** (Finance Integrated Billing System)

This bid calls for the services of a reputable and experienced remote metering and billing service provider to manage the COM remote metering service for 36 months.

- A. Important note 1: The contract may require a changeover period not exceeding 3 months, during which the new service provider will be allowed to successfully transfer meters from the existing service provider to their database (and communications network). During this period, only meters read for a full month, will be chargeable to the City. The Bidder may be disqualified if the takeover period exceeds 3 months.**
- B. Important note 2: COM has an existing remote metering base of approximately 14 Eskom check metering points, 462 bulk customer metering points, 141 Commercial metering points and 20 own metering points. Many of these customers are large and very large users of electricity and the estimated annual amount billed through the system already exceeds 50 per cent of the annual electricity sales. The customer base is growing steadily and these customers are in many cases using the daily profile data to do production as well as financial planning.**
- C. Important note 3: The acquisition of software keys and protocols that will enable a potential service provider to communicate to any meter installed in COM boundaries will be the responsibility of the bidder. Each bidder must clearly state and provide proof that they have the technical ability to electronically communicate with our base of commercially available meters as described in Section 9.1 of this document.**
- D. Important note 4: EMMC – Implies registered Engineering Consulting Firms, appointed by COM, to perform the duty as a Meter Management Consultant to manage the COM's electricity meters and meter related materials.**

The EMMC's will be in control of the number of meters billed and added to the portfolio and will manage the billing authorization on behalf of COM.

3 Scope of contract

This bid calls for the services of a reputable and experienced remote metering, meter data management and billing service provider to manage the COM advanced metering infrastructure (AMR) for 36 months.

In brief, the following services will be required:

- to install, commission, maintain and manage meter data acquisition systems for large power users and other metering points identified by and on behalf of COM, in accordance with SANS 474:2009 (NRS 057) and NRS 049:2008;
- to take over, maintain and manage the meter data acquisition, meter data management and billing services from the current service provider on the existing COM AMR installed base;
- to continuously attend to all communication, equipment and other functional related problems;
- to supply GPRS modems for communicating with meters in terms of Section 9.7;
- to provide a meter data management service;
- to provide suitably formatted monthly billing file, that can be uploaded to SOLAR;
- to update the existing local data base in COM intranet;
- to provide a customer web portal;
- to effectively deal with and manage customer queries related to the service;
- to verify the correctness of the existing metering equipment to ensure that it complies to the minimum requirements of COM;
- to provide professional engineering services;
- to provide meter calibration services;
- to provide a software based meter fault log;
- to provide partial energy balances for discrete areas in the grid;
- to provide a once off cost and time period to change over from the existing service provider. This includes populating the website with historical interval data received from the previous service provider (COM to provide), and
- to provide costing on additional items such as meter testing and meter battery replacement and so forth.

4 Schedule of compliance

ADDITIONAL MANDATORY REQUIREMENTS (ADDITIONAL SPECIAL CONDITIONS)

Bids not meeting any of the Technical Gatekeeper minimum requirements shall be immediately excluded from further evaluation.

Item	Gatekeeper Requirement
1	<p>The service provider shall employ at least one person registered by the Engineering Council of South Africa as a Professional Electrical Engineer in good standing and with a minimum of five years' experience in the field of electricity metering.</p> <p>Provide ECSA registration number and a CV.</p>
2	<p>Prospective bidders are required to submit with this bid a list containing all such technically competent people currently in their employ along with details of qualifications, safety qualifications and experience in electricity metering systems, no less than 3 competent metering persons required.</p> <p>Provide proof of competent 3 x metering persons confirmed by a Pr. Eng. In writing. Provide proof of competent 3 x metering persons academic qualifications (N6 or B-tech or higher) Provide proof of competent 3 x metering persons valid safety qualification (ORHVS Operating Regulations for High Voltage Systems by an ESETA accredited body)</p>
3	<p>The prospective bidder shall provide details of which SANAS accredited laboratory will be used to provide the required calibration service along with copies of a contractual agreement or memorandum of understanding that these services will be provided for the duration of this contract.</p> <p>Submit contractual agreement or memorandum of understanding from accredited SANAS Laboratory</p>

Item	Gatekeeper Requirement
4	<p>The Bidder warrants that all meters currently installed in the field as specified in the specification can be read by the bidder's meter data acquisition system at the time of this submission. This includes load profile, billing registers, maximum demand, meter events, instantaneous data and so forth, as outlined in this specification.</p> <p>The bidder may be called on to physically demonstrate their ability to accurately read all meters to COM's satisfaction during the adjudication process.</p> <p>Submit a letter, signed by a Pr.Eng. to acknowledge that bidder comply with Section 9.1, Table 1 List of meter types currently in use by COM.</p>
5	<p>The time on all the meters shall be maintained to SA standard time to 30 seconds ± 1 second as outlined in this specification. An alarm shall be raised within the MDMS Fault Management System described in this specification if the time on a meter has drifted more than 3 minutes.</p> <p>Submit a letter, signed by a Pr.Eng. stating that the bidder solution complies with above minimum requirement.</p>
6	<p>All critical servers and other related IT equipment required for the AMR/MDMS solution are hosted at a secure data centre owned and operated by one of the South African Tier-One Internet Service Providers (Internet Service Provider that does not purchase Internet from any other provider).</p> <p>Attach confirmation from internet service provider to confirm that they provide hosting services.</p>
7	<p>The method for communication between meters and the data acquisition head-end software is by means of GPRS.</p> <p>Submit a letter, signed by a Pr.Eng. stating that the bidder solution complies with above minimum requirement.</p>
8	<p>The bidder operates at least two private APNs, each provided by a different first-tier cellular data provider (Internet Service Provider that does not purchase Internet from any other provider).</p> <p>Attach confirmation letters confirming APNs details from at least 2 x cellular service providers.</p>
9	<p>Phasor analysis - The MDMS shall have the provision to allow users to view phasor graphs in polar format, clearly showing the amplitude and angular relationship of the three phase voltages and currents.</p> <p>The phasor graphs shall be accompanied by tabular data depicting the actual instantaneous values of voltage, current, active, reactive and apparent power and power factor per phase.</p> <p>Attach proof of phasor diagram from the bidder solution as an example.</p>

NB! Failure to submit the above will render your bid non-responsive

PLEASE NOTE THAT IN ORDER FOR THE BIDDER TO BE EVALUATED FOR GENERAL CRITERIA – ALL THE MINIMUM REQUIREMENTS MUST BE MET

GENERAL CRITERIA

The mandatory tender evaluation will be based on the following methodology. **All bidders scoring a zero in any of the aspects below or a total score of less than 6 out of possible 8 points will be disqualified.**

5 Evaluation Criteria

Evaluation aspect	Max. of 2 Points minimum requirements: PER LINE ITEM	Max. of 1 Point minimum Requirement	Documents Required to be attached by bidder in order to claim points
Infrastructure and resources available	Office and 5 or more x Vehicles	Office 5x Vehicles	<ul style="list-style-type: none"> • Municipal rates statement / Lease agreement • Clear pictures of vehicles and proof of ownership.
Financial ability to initiate the contract (annual turnover)	More than R 6 million per annum	Between R3 million and R6 million	<ul style="list-style-type: none"> • Audited Annual Financial Statement (Latest)
Staff	At least 1 x ECSA Pr.Eng and 4 x or more metering technicians with ORHVS Regulations safety	At least 1 x ECSA Pr.Eng and at least 3 x metering technicians with ORHVS Regulations safety	<ul style="list-style-type: none"> • Attach a comprehensive Curriculum Vitae and certified copies of qualifications.
Capability / Experience	Providing proof from client where bidder have implemented more than one similar remote meter service.	Providing proof from client where bidder have implemented at least one similar remote meter service.	<ul style="list-style-type: none"> • Attach certified appointment with references letters on letterheads from previous clients regarding previous similar work done. (It must include the project amount, period, contact details and designation of the contact person)

6 Certification and verification of metering points

The successful bidder shall assume full responsibility for the integrity and correct operation of the metering equipment with the exception of the primary plant such as current and voltage transformers;

Each metering point shall (*upon request*) be verified to meet the minimum requirements of COM. Two copies of the metering commissioning sheet, in the format provided by the COM shall be made available to the GM: Energy (*the standardised metering commissioning sheet will be provided to the successful bidder upon appointment*);

In the majority of cases, it is recognised that access may not be possible to primary equipment such as current and voltage transformers, but work on these should be scheduled to coincide with any routine or other maintenance on the system during which the plant is isolated, and metering equipment shall be sealed by the bidder using seals approved by COM.

7 Pre-requisite requirements

7.1 Competence

The successful service provider shall employ at least one person registered by the Engineering Council of South Africa as a Professional Electrical Engineer in good standing with a minimum of five years' experience in electricity metering. Work undertaken in terms of this contract shall occur under the supervision of the designated Professional Engineer.

The successful service provider shall assume responsibility for the integrity of the entire metering installation down line from the instrumentation transformers including, but not limited to, meters, test terminal blocks, LV fuses, and all wiring and communication equipment.

This necessarily implies that staff working in high, medium and low voltage chambers shall have the requisite qualifications to comply with statutory safety requirements. The prospective bidder shall provide curriculum vitae of key technical people within their organisation who will be responsible for the overall operation of the system.

The service provider shall have no less than 2 employees that are technically competent in terms of legal requirements to enter high, medium and low voltage chambers, to work on metering equipment and to cope with the workload presented by the COM.

Prospective bidders are required to submit with this bid a list containing all such technically competent people currently in their employ along with details of qualifications, safety qualifications and experience in electricity metering systems.

The service provider shall not permit an employee to work on a live metering system alone. Each technically competent person shall be accompanied by an assistant, who needs not be technically competent, but shall have basic training in first aid.

The service provider shall have at least 2 vehicles at their disposal for the teams of technicians. Prospective bidders shall indicate the number of vehicles currently at their disposal for this task.

The service provider shall have sufficient specialised equipment for each technical team to allow certification, verification and fault finding and diagnosis on meter systems. This shall include, but not be limited to:

- on-site calibration equipment;
- notebook computers;
- digital cameras to record before and after installations and evidence of tampering if found;
- GPS devices for recording coordinates of metering points;
- high voltage current measurement devices (up to 33kV);
- multi-meters with correct safety rating for the type of work;
- safety equipment such as insulated gloves, face masks, safety boots, flame resistant clothing and fire extinguishers;
- comprehensive first aid kits with special attention to treating burns.

Attach proof: Professional engineer with 5 years' experience, staff CV's related to safety.

7.2 SANAS calibration laboratory

The ability to certify metering installations and calibrate meters is an important part of the scope of work and requires that the successful service provider have unrestricted access to the services of a meter calibration laboratory that has been accredited by SANAS to SANS 17025 for AC energy, including on-site calibration.

The SANAS laboratory shall additionally be accredited to perform on-site calibration to accommodate calibration of meters in the field.

The prospective bidder shall provide details of which SANAS accredited laboratory will be used to provide the required calibration service along with copies of a contractual agreement or memorandum of understanding that these services will be provided for the duration of this contract.

Attach proof: SANAS laboratory documentary proof.

8 System implementation

COM requires the bidder to provide a fully hosted cloud-based solution for the meter data acquisition, meter data management and billing service.

The data acquisition system shall be operated entirely by the successful service provider in a Software as a Service (SaaS) delivery model.

This specification is therefore not prescriptive of any one particular technology, architecture or implementation paradigm. The successful service provider shall nevertheless demonstrate to the satisfaction of COM that the underlying software of their solution is fit for purpose: based on a robust architecture model and framework using industry standard systems and applications.

The software shall be highly scalable, available and reliable and shall provide excellent performance, even under conditions of high load.

The software shall be designed using multi-tier (N-tier) design architecture. The architecture shall have distinct tiers representing the client, business, database layers etc.

8.1 Web-based implementation

There shall be no need for the installation of any software, hardware or licensing at the client end.

The proposed MIS/MDMS system deployment/ implementation shall be entirely cloud based with a Web based front-end.

All access to MIS/MDMS functionality shall be by means of Web Applications. The Web Applications shall be guaranteed to work with standard versions of Internet browsers, including:

- Microsoft Internet Explorer version 9 onwards
- Microsoft Edge (latest version)
- Google Chrome version 9 onwards
- Apple Safari version 4 onwards
- Mozilla Firefox version 3.5 onwards

There shall be no need for the installation of any browser extensions or “add-ons” such as Adobe Flash or similar.

The system shall make use of HTTPS authentication and encryption signed by an internationally recognised and globally trusted certification authority.

8.2 Metering database

The database tier should comprise of an industry standard SQL compliant RDBMS that must be designed to be able to maintain the relationships between meter and network assets, network topology, user privileges, service points, customer accounts and other entities.

No proprietary non-standard or non SQL based database shall be acceptable.

The database system hardware and components shall be dimensioned for 20 000 consumer meter points but shall be scalable up to at least 50 000 consumer points.

The database system hardware and database components shall be such that the average system load measured in any given 60s interval represents no more than 40% of the total available capacity.

The database shall be required to hold at least five years' data live for reporting and other purposes. Data older than five years may be archived, but never deleted. As a consequence, certain table structures, such as those holding interval data for example, are comparatively large – expected to be in the order of a billion records, and grow at a rate of almost one million records per day.

The prospective bidder shall provide detailed information on their proposed hardware and software database solution to handle the volume of data required along with benchmark tests indicating that the system will be able to cope with the required volume of data should the installed base of AMR meters be increased to 1,000 metering points over the contract period.

The metering database is the most important single element in the AMR/MDMS system and it should be implemented in such a way that a single point of failure of hardware or software will not cause the database to fail. The successful service provider shall provide details of what clustering or distributed data storage mechanism is used to ensure this.

The database shall have provision for automatically archiving raw demand data more than five years old, and this archived data shall be accessible if required.

The database should also maintain a time-series repository that stores the data collected and processed from meters, including interval usage data, event logs and outage history, as well as derived data such as aggregations and asset performance indicators like load factor and load duration curves.

Disaster recovery backups and security

The importance of data security cannot be over-emphasised. The metering data acquired and stored by the service provider is the property of COM and the service provider shall accept full responsibility for the safekeeping, integrity of this data and the uninterrupted provision of these services.

It is absolutely mandatory that daily backups are maintained at a location off-site from the service provider’s premises. The backups shall contain the full database, along with all commissioning and other records pertinent to the contract.

The prospective bidder shall provide a detailed procedure of how the disaster recovery and backups will be operated and maintained. This must be to the satisfaction of COM.

Attach proof: Detailed procedure of how disaster recovery and backups will be operated and maintained.

9 Meter data acquisition service

9.1 Multi-vendor operation

- COM has an existing AMR base of approximately 637 metering points comprising of meters supplied by numerous manufacturers.
- A list of meter types and models currently in use by COM is provided in Table 1
- The bidder shall provide a multi-vendor meter data acquisition system that is able to electronically read all data as described in this specification from all meters listed in Table 1.
- The bidder shall clearly state and provide proof that their existing solution has the ability to electronically communicate with these meters without the need for any additional work or development.

Manufacturer	Model
Strike Technologies	Enermax E1M1
	Enermax E1M5
	Enermax E3M5
	Enermax Plus

Elster	A1700
	A1140
	A1160
Iskraemeco	MT830
	MT831
Landis+Gyr	ZMD
	ZMB
	ZFA
	ZMT
PRI	Premier 110V 3P4W
	Premier 110V 3P3W
	Premier 230V 3P4W
Hexing	HXE310
NES	MTR1000
	MTR3000
	MTR3500
Itron	ACE6000
EDMI	Genius Mk6N
	Atlas Mk10A
	Atlas Mk10E
Kamstrup	
VM	

Table 1: List of meter types currently in use by COM.

- Meters are purchased on contractual agreements entered into between COM and meter suppliers from time to time and it is possible that meters may in future be purchased from suppliers that are not included in Table 1.
- COM stipulates in meter purchasing agreements that meter suppliers shall provide all protocol and communication information to its AMR service provider. It shall nevertheless be the responsibility of the bidder to obtain software keys, protocols and any other documentation required to communicate with new meters directly from the supplier.
- COM shall notify the bidder when a supplier of meters is appointed. The bidder shall ensure that the meter data acquisition system is fully compatible with and is able to communicate with new meter types within three months of this notification.

Attach proof: That your existing solution has the ability to electronically communicate with these meters without the need for any additional work or development.

9.2 Metering data to be acquired

9.2.1 Interval data

- COM uses complex tariffs for large power users that require the calculation of Advanced Billing Determinants (ABD). All billing is based on 30-minute demand interval data (*also known as load profile data*) and consequently this is the most important data to be acquired from the meters.

- The following demand interval data shall be read from meters for each half-hour demand period:
 - Interval time stamp (*indicating the end of the demand period*)
 - Active energy import
 - Active energy export
 - Reactive energy import with active energy import (Q1)
 - Reactive energy import with active energy export (Q2)
 - Reactive energy export with active energy export (Q3)
 - Reactive energy export with active energy import (Q4)
 - Status (Good / Suspect incomplete)

9.2.2 Billing registers

- Meters are never programmed with time-of-use rates in COM. All billing is derived directly from interval data as detailed in this specification.
- Billing registers are required to validate interval data and meters shall be programmed to perform an automatic billing reset at midnight on the last day of every month.
 - Billing reset date and time
 - Active energy import total
 - Active energy export total
 - Reactive energy import total
 - Reactive energy export total

9.2.3 Instantaneous values

- Voltages:
 - Voltage amplitude per phase
 - Voltage phase angles referenced to the red phase voltage
- Currents:
 - Current amplitude per phase
 - Current phase angles referenced to the red phase voltage
- Instantaneous power:
 - Active power per phase and three phase total
 - Reactive power per phase and three phase total
 - Apparent power per phase and three phase total
- Power factor:
 - Power factor per phase and three phase total
- Frequency

9.2.4 Events and alarms

- Phase failure
- Tampering
- Time adjustment
- Battery failure
- Negative energy
- Poor power factor

- Voltage swells and sags (if supported by meter)

9.3 Meter time management

- The meter data acquisition head-end server shall be synchronised to South African National Time by means of a suitable connection to a primary South African NTP server.
- The meter data acquisition system shall check the time on meters at each data acquisition event, but at least once per day.
- If the meter's internal clock has drifted by more than 60 seconds with respect to South African National time, the system shall adjust to clock.
- The bidder shall describe what methods are used to overcome latency problems caused by non-determinant propagation delays in the GPRS network to enable setting a meter's time to an accuracy of $\pm 1s$.
- To prevent large adjustments being made to a meter, the amount that the meter's real-time clock may be moved forward or backward in any single synchronisation operation is limited to a maximum value of 60s.
- If a meter requires a greater adjustment than this period, the time will be adjusted incrementally by this maximum value each time the acquisition server communicates with the meter until the meter's time is within limits.
- If the time on a meter is outside a maximum limit of 3 minutes, the data acquisition server shall not attempt to synchronise the meter's time, but shall rather raise an exception, which will require manual intervention.
- All time adjustments shall be logged.

Attach proof: Methods used to overcome latency problems caused by non-determinant propagation delays in the GPRS network to enable setting a meter's time to an accuracy of $\pm 1s$.

9.4 Periodicity of data collection

- Data from remote meters shall be acquired automatically.
- The meter data acquisition system shall allow reading cycles to be configured for either individual meters or groups of meters.
- Data shall be read from each meter as outlined at the stipulated minimum frequency according to the nominal capacity of the customer provided.
- The software shall support both inbound and outbound communication, i.e. data transfer could be initiated by either the remote meter in general or the central software in case of special requirements.
- At minimum, inbound communication will include event notification calls for power outage and restoration events. The event driven polling of meters shall enable pinpointing of faults during outages, defective or stopped meter.
- In outbound communication, the number of retries made by the software for failed meter readings will be configurable. If the meter cannot be read even after the specified number of retries, the system will raise an alarm and generate meter reading exceptions to enable tagging of cases for site verification.

Item	Description	Minimum acquisition frequency
1	Interval data	<ul style="list-style-type: none"> • $\geq 5MVA$: 30 minutes • $\geq 1 MVA < 5MVA$: 4 hours • $< 1 MVA$: 24 hours

2	Billing registers	Billing registers should be read at least once per day. Spurious or manual resets that fall outside of the prescribed billing period shall be flagged and reported.
3	Events and alarms	Non-critical events: As per interval data Critical events: Real-time
4	Instantaneous values	A snapshot of instantaneous values shall be taken every time meter is read for any reason.

Table 2: Minimum Periods of meter reading.

9.5 Head-end software configuration

- The meter data acquisition system shall have a configuration module to enable configuration of key operational and functional parameters.
- This module shall be made accessible to designated COM personnel by means of a web portal.

9.6 Communication faults

- The meter data acquisition system shall have provision for assigning a communication priority ID to each customer linked to a specific customer size (MVA capacity) as described in section 9.4.
- If communication for a given customer's meter has not been achieved within this (as described in section 9.4) definition, a fault report shall automatically be generated and sent to the MDMS fault management system as described in this specification.
- The meter data acquisition system shall generate a daily report on all communication faults to be distributed to key personnel and individuals designated by COM.

9.7 GPRS Modems

9.7.1 General

- The bidder shall supply GPRS modems with SIM cards for meter communication where required or on request.
- Each modem shall be identified by a unique terminal identification number.
- The modems shall be fitted with a hardware watchdog mechanism to ensure that they do not freeze or "hang" and will automatically reset if problems are detected with the GPRS communication network.
- On existing modems, it may be required to install an external watchdog timer if the device often "hangs".
- Note the modems may be used in environments that have very high temperature and humidity swings, are dusty and the electrical environment is noisy with a high prevalence of voltage surges or spikes. For this reason, a modem designed primarily as an indoor "office use" type of device is not acceptable. If the modem is connected to the meter voltage circuit, the design of the power supply is critical and should basically be able to pass similar type tests to that of the meter itself in that it should be able to handle long periods of over voltage, have sufficient surge immunity and be isolated to at least 6kV.
- It shall be possible to change the firmware on the modem "over the air" without actually requiring a technician to physically have access to the device. This is important as the successful bidder may need to manage thousands of modems with different firmware revisions, etc.
- The modem must be fitted with a diagnostic display mechanism (such as multi-coloured LEDs) to assist a technician to facilitate diagnostics and installation. The following indications shall be available as a minimum:
 - Power on/off
 - Active connection to cellular network
 - Connected to APN with a valid IP address (*not the same thing as above*)

- Connection to head-end server
- Transmitting/Receiving data on GPRS

9.7.2 Connection to meter

- If the modem is connected to a single meter, the connection shall be by means of an RS232 cable.
- If more than one meter is connected to a single modem, the physical connection shall be by means of an RS485 cable.
- It shall be possible to connect up to at least eight meters to a single modem in a multi-drop configuration.

9.7.3 Modem power supply

- Most modern meters have an auxiliary DC supply suitable for powering an external GPRS modem. This power supply shall be used by preference to power the modems.
- In the event that the meter does not support an auxiliary power supply for a modem, the modem shall be powered from the AC supply to the meter input itself.
- The operating voltage range for the AC supply shall be 90V to 240V.

9.7.4 Antenna

- The modem shall be fitted with a dipole (*not a monopole*) antenna with a verified gain of at least 3dB over both the 900MHz and 1800MHz bands.
- The bidder shall optionally provide higher gain antennas for installations where the signal strength is poor.
- The bidder shall be required to measure and record the GPRS signal strength for both service providers as discussed in this specification and select the appropriate gain antenna for each installation.
- The antenna shall have a flexible cable to enable placement of the antenna at the location of strongest signal inside the metering cubicle.

9.7.5 Outage notification

- The modems shall be equipped with a last-gasp mechanism to enable notification in the event of a power outage.
- The outage notification message shall be made directly to the head-end software within 30 seconds of the outage event.
- The outage notification message shall contain the unique modem identification number and the date and time of the outage.
- The modem shall send a similar power restored notification to the head-end server once power has been restored.
- The head-end server shall acknowledge all outage/restored notification message from the modem.
- The modem shall retry the notification message at least three times if no acknowledgement has been received from the head end server at two-minute intervals.
- The head-end server shall log all notification messages from modems in the metering database and these messages shall be acted on by the MDMS system as discussed in this specification.

9.7.6 Data transfer modes

- The modem shall automatically and autonomously initiate and manage its connection to the bidder's private APN to ensure always being online.
- APN credentials shall be stored on the modem in non-volatile memory.
- The modem shall implement TCP/IP to serial conversion on-board.
- The modem shall support both inbound and outbound communication.

- Under normal operation, data transfer shall be initiated by the modem to the head-end software at pre-determined intervals (*push mode of data transfer*) in accordance with the requirements of this specification.
- It shall be possible to configure the communication interval for each modem by means of the head-end software configuration system.
- The modems shall support data transfer in the pull mode of data transfer where the head end software initiates the data transfer session to obtain on the fly readings.

9.8 Sim cards

- Removable plastic SIM cards shall not be used on new modems.
- All new modems shall be fitted with standard industrial M2M SIM chips, which are compliant to ETSI TS102-671 and are physically soldered onto the board.

9.9 Communication medium

9.9.1 Hosting

- The bidder shall ensure that all critical servers and other related IT equipment required for the AMR/MDMS solution are hosted at a secure data centre owned and operated by one of the South African Tier-One Internet Service Providers (ISPs)¹.
 - The bidder's ISP shall operate an MPLS to control routing of all data to and from the AMR/MDMS servers.
 - The AMR LAN technology, overall architecture, and system design shall be sufficiently distributed so that no single point of failure causes system degradation so severe that the system no longer serves its intended purpose.

9.9.2 Private Cellular APN

- The currently preferred method for communication between meters and the data acquisition head-end software is by means of cellular technology and in particular, GPRS.
- The successful bidder shall operate at least two private APNs, each provided by a different first-tier cellular data provider.
- The cellular data APNs shall terminate directly on the service provider's MPLS at a data centre operated by a Tier-1 Internet Service Provider as discussed in this specification.

10 Meter Data Management

10.1 User roles

- It shall be possible to:
 - Dynamically assign roles to various users
 - Assign a role to one or more users
 - Assign one or more users to a role
 - Authorise access to functionality through roles
 - To create a new role based on an existing role

10.2 Passwords and system security

- It shall be possible to configure the MDMS to restrict passwords to a specific length and complexity.
- Password changes shall be periodically enforced and may be forced by the administrator at any time (*by default also after first login*).

¹ Tier One ISP: Internet Service Provider that does not purchase Internet from any other provider.

- The MDMS shall use extensive security features at all levels to protect and monitor against internal or external attacks. The prospective service provider shall describe the security measures used in their solution.
- The MDMS customer web portal shall not allow direct access to the system's database. Users may only be allowed to view load profile graphs, billing and tariff data for their own account, depending on how access is configured by the administrator.
- Full audit trails and logs shall be maintained for virtually all actions in the MDMS. It must be possible to use a messaging system to send notifications to designated recipients for high priority alarms.

10.3 Customer account management

- All customer data such as account details, address, contact details and GIS information for COM customers with meters read and managed by the proposed MIS/MDMS system shall be stored on the MDMS database.
- This data shall be captured and managed by the successful service provider, but the MDMS shall provide a web portal access for viewing and editing data to designated COM personnel should this be required.
- The following customer information shall be captured and stored as a minimum:
 - Unique customer identification number (SOLAR number)
 - Customer account number
 - Additional Utility site identification number
 - Region
 - Customer name and trading name (if different)
 - Customer street and postal address (may be different to the location of the meter point itself)
 - GPS coordinates of metering point
 - Customer contact names, telephone numbers and email addresses (*technical and financial*)

10.4 Network topology management – Partial Energy Balance

- The MDMS shall be able to capture and maintain associations between various metering nodes (*both system and consumer meters*) in hierarchical relationships
- It shall be possible to define any arbitrary hierarchical relationship as required by COM, but as a minimum the following relationships shall be maintained:
 - Geographic
 - Administrative or regional
 - Network topology
 - Voltage level
 - Tariff
 - Consumer type (*residential, commercial, industrial etc.*)
- The MDMS shall allow the creation of virtual metering nodes that can be associated to a hierarchical structure. These virtual meters shall be updated at least every 30 minutes and it shall be possible to link these meters to all reports and graphs supported by the MDMS.
- Navigation to any level of a hierarchy shall be simple and intuitive via a drill-down tree mechanism.
- The MDMS shall have the capability of performing an energy balance over the entire hierarchical structure.

- The scope of work includes the management of partial Energy balances (ring fenced areas), periodically summing and reporting the balance between energy entering and being consumed from a busbar, feeder or another node in the electrical network. The aim is to select a discrete area, and balance the kWh units entering this area, with the kWh units accounted for in the same area. COM will from time to time determine each discrete area and provide the RMSPP with the exact SLD schematics that will contain the meters involved. It will be expected of the RMSPP to once-off capture the discrete area meters on their system, and then provide monthly balance figures, for example, 85% of the units are accounted for. All additional work to find the 15% unaccounted for units, will remain with COM. COM reserves the right to make use of the expertise of the RMSPP to resolve technical issues.

10.5 Totalisation and aggregation

- The MDMS shall have the capability to aggregate half-hour meter interval data in near real time of large groups of metering points within a network hierarchy as described in this specification, from a single metering point up to and including the entire COM customer base.
- The MDMS shall additionally allow for near real-time computation of net half-hourly interval data where, for example, the aggregate load consumed by COM customers at a point in the hierarchy can be subtracted from the aggregate consumption supplied by Eskom for that point.
- In terms of the points above, near real-time means that the aggregate data shall be no more than one hour behind the last integration period.
- Unless otherwise instructed by COM, these virtual customers shall be assigned to the prevailing tariff used by Eskom to calculate COM's electricity bill.
- These aggregate metering points shall be treated as "virtual customers" in that all of the functionality that would be applicable in the MDMS to an actual metering point for an electricity customer shall apply. Specifically, it shall be possible to perform the following functions on these points:
 - Generate profile graphs showing detailed half-hour interval data for an arbitrary period over the previous three years for a maximum length of one year. The profile graphs shall not take longer to generate than for normal customers.
 - Run a provisional bill for any arbitrary period over the previous three years.

10.6 Support for complex metering systems

- It is theoretically possible that a single customer may enter into a commercial arrangement with COM whereby a unified bill is presented over more than one site, and each site may be supplied by one or more feeders.
- The prospective service provider shall outline how their MDMS can be configured to deal with these situations and accurately bill the customer ensuring that maximum demand in particular is correctly diversified.

10.7 Metering asset management

- Meters shall be configured in a hierarchical tree structure within the MDMS that represents the actual network topology as described in this specification.
- A metering point in the MDMS shall represent a physical point in the distribution network where one or more physical meters are installed.
- The MDMS shall make provision for the ability to automatically summate and correctly calculate diversified maximum demand for any number of meters associated with a metering point. For example, an installation supplied by two distribution transformers shall have a metering point defined that will automatically summate the consumption of active and reactive energy from both transformers

and correctly calculate the diversified maximum demand for the summated supply vectorially.

- The successful service provider shall maintain and update all meter records in the MDMS.
- The MDMS shall provide a web portal access for viewing and editing meter data to designated COM personnel should this be required.
- The following meter data shall be stored as a minimum:
 - Unique meter identification number
 - Serial number
 - Make and model
 - Utility (electricity, water, gas etc.)
 - Year of manufacture
 - Nominal voltage
 - Basic current
 - Maximum current
 - Nominal frequency
 - Accuracy class
 - Type of connection (whole-current or CT connected)
 - Network connection (three-phase four-wire, three-wire etc.)
 - Installation date
 - Decommissioning date
 - Voltage transformer ratio
 - Current transformer ratio
 - Multiplication constant (if applicable)
 - Meter status (active, disabled, disconnected etc.)
 - Functionality and ability of the meter to read the following:
 - Energy modes (import/export active and reactive)
- Integration period
- Phasor data (voltage, current, power etc.)
- Events and alarms

10.8 Data Validation, Editing and Estimation (VEE)

- The MDMS shall support automated rule-based validation and estimation (VEE) of raw metered data.
- The MDMS system shall trigger the validation process automatically as and when the data is received from the Meter Data Acquisition System using pre-defined validation rules.
- The limits and trigger points of the pre-defined validation rules shall be configurable and the MDMS shall have ability to define new rules.
- Validation rules shall be approved by COM.
- The MDMS shall allow configurable validation rules that may be selectively applied to an individual metering node or groups of metering nodes or to channels common to different metering nodes.
- Validation failures shall be logged for audit purposes.
- Raw data shall not be changed by the validation process for audit purposes.

- The MDMS shall have a meter data estimation routine that may optionally be triggered on occurrence of validation failures.
- The system shall also have facility to define, add and revise estimation methods.
- It shall be possible to selectively enable or disable data estimation for any given metering point or group of metering points.
- The MDMS shall support manual editing of metering data with audit trail.
- The MDMS shall support multiple data states for metered data through its transition from acquisition to analysis e.g. invalid, estimated, edited, verified, validated etc.
- All data state transitions shall be logged for audit trail.

10.9 Energy-balance auditing

- The MDMS shall have provision for periodically summing the energy entering and being consumed from a busbar, feeder or other node in the electrical network.
- This data shall be used to perform an energy balance and to assist in determining technical and non-technical losses at designated points in the Municipalities network.

10.10 Outage management

10.10.1 Outage notification

- The MDMS shall support data from outage notification devices installed in the network as described in this specification.
- The purpose of these outage notification devices is to detect, timestamp, and report the loss of power at a given point in the network.
- The outage notification devices may be incorporated into GPRS modems used to communicate with meters, but they may also be used as stand-alone devices where no metering point exists and it is therefore critical that the MDMS has the ability to store the details of each device along with its hierarchical relationship within the COM network and relevant GIS information independently of any metering data.
- All outages shall be stored in the main MDMS database with the following information as a minimum:
 - The identification number of the outage detection device
 - The data and time of the outage
 - The date and time the notification was received by the MDMS
 - The date and time power was restored
- Note that all times recorded shall be to the nearest second.
- The MDMS shall enable messages and alarms to be sent to designated COM recipients or groups of recipients in the event of an outage notification.
- The alarms shall preferably be by means of an SMS message alert accompanied by an email containing more detailed information.
- The MDMS system shall take the network topology into account when sending outage notifications or alarms and shall not send out redundant alarms to a single recipient or group of recipients arising from outage notifications lower down in the hierarchy once the highest level occurrence has been determined.
- Copies of all notifications sent shall be recorded in the MDMS database.

10.10.2 Estimation of losses due to outages

- The MDMS shall have the ability to accurately estimate the amount of energy and associated lost at each point in the network due to power outages.
- Energy losses shall be calculated using historical data or appropriate statistical analysis for each even and shall be aggregated as required by COM.
- Costs shall be calculated on both a selling and a purchasing basis by applying the prevailing Eskom tariff and the applicable COM tariff at each metering point.
- This data shall be provided in report format to COM in Excel format as part of the MDMS standard reporting suite.

10.10.3 GIS integration for outages

- The MDMS shall have the provision to integrate with COM's GIS system so that outages are automatically reported to the system.
- Communication shall be by means of a standard web API as defined by COM.

10.11 Fault management system

- The MDMS shall have an integrated fault management system that is able to diagnose, store and report on communication and other metering problems.
- The fault log shall have a web based user interface as part of the MDMS application suite that will allow faults to be viewed and managed both by the successful service provider and by designated COM personnel or their appointed contractors.

10.11.1 Registering new faults

- Faults shall be automatically generated by the MDMS system or manually entered.
- If faults are manually entered, the credentials of the user shall be stored with the entry.
- In each case the following parameters shall be captured as a minimum:
 - Date and time
 - Customer's name and unique identification number
 - Meter serial number
 - Fault symptom (*e.g. drop in consumption, communication error, phase failure etc.*)
 - Urgency level as specified per priority
 - Additional notes that may apply.

10.11.2 Reacting to new faults

- The successful service provider shall, within the designated period defined in section 13 process all new faults on the system.
- It is the responsibility of the successful service provider to be the first respondent to all metering faults as discussed in this specification, and the service provider shall, at their own cost, perform an initial site investigation

to determine the cause of the problem within the timeframe stipulated in this specification.

- The fault management system shall be used by the service provider to generate work orders used by the service provider to schedule technical personnel to attend to faults. These work orders shall be made visible to designated COM staff.
- If possible, the service provider shall immediately repair the fault, check that the system is working correctly and make the necessary entries to the fault management system describing the exact nature of the problem, corrective action taken and where applicable recommendations to prevent similar issues from occurring.
- If immediate repair is not possible for whatever reason, the service provider shall note the root cause of the problem in the fault management system, and if applicable, hand the fault over to another party for attention. The fault management system shall automatically alert this party by SMS and/or email that an open fault requires their attention.

10.11.3 Fault reporting

- The fault management system shall support a comprehensive range of reports enabling the evaluation and reporting on fault statistics to assist in the identification of problem areas.
- It shall be possible to generate detailed reports on various fault types with aging analysis and frequency of occurrence.
- It shall be possible to group or aggregate all reports geographically, regionally, device manufacturer etc.

10.12 SOLAR integration

- The MDMS system proposed by the successful service provider shall interface with the COM SOLAR accounting system through plain text files.
- Metering and billing determinant data from the MDMS shall be provided to COM or their appointed representatives in electronic format within the time frames stipulated in this specification.
- The data comprises a flat ASCII file with multiple records. Each record contains 20 fixed-length fields.
- A single billing entry for a consumer may consist of between one and four SOLAR records, depending on consumer’s tariff.
- Provision shall be made for virtual meters in cases where a consumer’s supply is metered by more than one meter.
- Provision shall be made for distinguishing between time-of-use rate consumption.
- All metering points shall be reported on in the SOLAR system, regardless if there is valid data or not.
- Metering points that contain partial data after the cut-off period shall be reported in the SOLAR system and clearly marked as containing incomplete data in the prescribed format.
- Provision shall be made for various error codes, examples of which are listed in Table 3. Note that a single record may contain several error codes at the same time, depending on the circumstances.

Item	Description
1	No Entry in MDMS fault log
2	NAC is zero - New Customer
3	No Readings
4	No meters defined for this customer

Item	Description
5	Communication error
6	Maintenance in progress
7	COM maintenance required
8	No valid SOLAR code
9	Estimated consumption
10	Power above theoretical maximum
11	Entry in MDMS Fault log entry but no valid error code
12	Suspect tamper
13	Current too low for CT ratio
14	Unexplained drop in consumption
15	Meter timeout
16	Database configuration error
17	Voltage error
18	Incomplete data

Table 3: Example SOLAR error codes.

10.13 Service level requirement

- The municipality shall, by not later than close of work on the sixth calendar day of every month, receive the billing data for at least 95% of the meters of the previous calendar month in an electronic off-line format which has been digitally signed by the successful service provider.
- The municipality shall, by not later than close of work on the seventh calendar day of every month, receive the remainder of the billing data for all meters that could be read. Those meters that could not be read will be recorded in the fault log, with reasons acceptable to COM. A list of meters for which the readings could not be finalised by the end of the sixth calendar day of each calendar month shall accompany the meter readings. In each case an explanation of the problem or fault shall be provided.
- This billing data shall be in a format as specified by the Council which shall be compatible with the Council's billing system (SOLAR) as described in this specification. This shall be such that the data can be automatically captured into the billing system without the need for manual intervention of any kind.
- The Council reserves the right to change this format at any time during the contract period to accommodate changing financial imperatives. The service provider shall be required to accommodate these changes at no additional charge.
- The service provider shall be responsible to ensure that this data is received by the parties designated by COM to process billing data.
- Faults attributed to the service provider or a subcontractor of the service provider (*such as a cellular communication provider*) shall be corrected by close of work on the seventh calendar day of the calendar month. **Please note that these cases may incur penalties after the seventh calendar day of the calendar month as indicated later on in this specification.**
- Accounts not yet completed shall not be made available on the customer portal, so as to prevent confusion, however flagged incomplete data will be required by COM.

10.14 Engineering information

- The MDMS shall contain a section which will provide all the relevant engineering details of the metering system.
- All the details of the meter(s) shall be displayed such as serial number, make and type, CT and or VT ratio, multiplication factor, communication method and any other information pertinent to the metering and communication infrastructure.
- The section shall display a graphical phase diagram derived from reading the instantaneous values from the meter(s) at the time of data acquisition or on

demand. The phase diagram shall indicate the vectorial relationship between the voltages and currents connected to the meter.

- The instantaneous electrical parameters shall be displayed such as voltages and currents with their respective vectorial angles, active, reactive and apparent power.

10.15 Phasor analysis

- The MDMS shall automatically detect problems in metering devices (e.g. meter malfunction, voltage phase failure, current imbalance, incorrect wiring etc.) by analysis of the phasor data obtained from instantaneous readings as described in this specification.
- Faults detected shall be reported on using standard reports and automatically logged into the MDMS fault management system as described in this specification.
- The MDMS shall have the provision to allow users to view phasor graphs in polar format, clearly showing the amplitude and angular relationship of the three phase voltages and currents.
- Clear distinction shall be made between three-phase four-wire metering circuits and three-phase three-wire metering circuits.
- The phasor graphs shall be accompanied by tabular data depicting the actual instantaneous values of voltage, current, active, reactive and apparent power and power factor per phase.
- It shall be possible to select and view historical phasor data up to at least three years old.

10.16 Billing

- The MDMS shall support both register and interval data billing, but the preferred solution is to use interval data for all billing operations and to use the register billing data from meters only as a check mechanism to ensure that the recorded interval data is correct.
- It is important to note that meters in COM are never programmed with time-of-use parameters or public holidays. All billing determinants for time-of-use tariffs shall be calculated using interval data.
- The service provider shall ensure that bills are automatically generated and displayed on the customer web portal within the agreed time period at the start of each month.

10.16.1 Billing periods

- Under normal circumstances, the billing period for COM customers shall be over one calendar month.
- The monthly meter data will be concluded on the last hour of the last day of every month for all of the COM customers, excepting for a number of specified and approved cases where a different reading date will be made available to the service provider.
- In some individual cases, for a limited number of customers, these dates may differ, hence provision must be made for these cases.

10.17 COM infeeds

- COM is currently supplied by Eskom at 13 infeed points, as well as the Friedenheim Irrigation Board, at 1 infeed point, or points of delivery (PODs).
- Each point of supply is individually metered and shall form part of the scope of work of this contract.
- The successful service provider shall create MDMS accounts for each Eskom POD and associate these with the relevant metering points on site and implement the

correct Eskom Tariff at the POD in order to verify the bill that COM receives monthly from Eskom.

- These POD points shall be aggregated to enable a direct comparison to be made between the COM POD measurement and Eskom accounts received.
- The POD points shall be further aggregated as described in this specification to enable the calculation of consumption by region and a grand total for the entire COM.
- These non-billable points shall be kept separate from the billing customers and shall be reported on separately.

10.17.1 Eskom account verification

- The MDMS system shall have a billing verification functionality to enable Eskom accounts to be captured and verified.
- Electricity bills from Eskom shall be captured directly on the MDMS web portal by COM personnel or by the successful service provider.
- The MDMS billing verification system shall have the ability to store all Eskom tariff components including time of use energy, maximum demand, network demand, network access charges, surcharges and fixed charges.
- It shall then be possible for the user to verify the Eskom bill against a bill generated by the MDMS using COM's POD meters over the same period.
- All discrepancies above a configurable threshold shall be highlighted for further investigation.
- It shall be possible to generate comprehensive reports from the MDMS billing verification system including the following:
 - Per POD historically over time
 - Summary historical data over time for all PODs
 - Detailed report per POD for a single billing period

10.18 COM own use facilities and statistical metering

- The successful service provider shall create "virtual check-meter customers" customers for each internal facility or substation metering point designated by COM and associate these with the relevant metering points on site.
- These internal accounts shall be treated in exactly the same way as normal customers, with the exception that their consumption shall not be reported on the SOLAR system as described in this specification.

10.19 Data integrity

- The service provider shall ascertain through automated software procedures that all interval data are accounted for.
- Missing data shall be detected and collected where possible and available.
- Under no circumstances may raw data be changed for any reason whatsoever.
- In the event that changes are required to the metering data (*such as an incorrect CT or VT ratio being recorded for example*) these shall be made only from the instruction of the GM: Energy.
- The MDMS shall keep a journal or log of any changes made to critical data such as, but not limited to, CT or VT ratios. This log shall include at least the following information:
 - The date and time stamp
 - The user identity
 - The previous value

- The new value
- Corrupted data should be flagged as such and may not be changed directly.
- The service provider shall inform COM prior to the generation of the bill in the event of any data being corrupted or any factor that may lead to an inaccurate bill being generated.

10.20 Reporting

- The MDMS shall provide a comprehensive suite of reports in Excel format.
- Reports shall be grouped and/or aggregated per region, customer type or any arbitrary hierarchical arrangement as described in Section 10.4
- As a minimum the following reports are required:
 - Consumption details per customer for a defined period showing total and time-of-use consumption, maximum demand and date and time of maximum demand.
 - Financial details per customer as above, but including all charges and tariff items.
 - Voltage or fuse failures where any phase voltage falls below a predetermined threshold
 - Communication errors
 - Outages
 - Energy balance
 - POD billing verification reports

11 Customer portal

11.1 General requirements

- The successful service provider shall provide a customer portal website that will allow COM customers to view key information about their electricity consumption and accounts.
- It is recognised that these customers may not necessarily be familiar with electrical engineering terms and may therefore not be fully conversant with complex tariff structures. The design of the remote site shall take this into consideration and provide both consumption and cost information in a way that may be readily understood and interpreted by non-technical users.
- The final decision on whether the website of the appointed service provider is “user-friendly” shall be taken by the GM: Energy.
- The customer web portal shall be a subset of the MIS/MDMS system as outlined in this specification and shall comply with the requirements of this section.

11.2 Portal URL

- The customer portal URL shall be user-friendly, easy to remember and reasonably short. As an example, it shall be comparatively easy to communicate the website name over the telephone.
- The name of the service provider company shall not appear as part of the website name in any way.
- The product name may form part of the website name, provided that it is easy to convey verbally.
- The COM logo shall be displayed prominently on at least the landing page portion of the website to which a customer would be routed.

- The service provider's own logo shall be displayed less prominently than that of COM.

11.3 Security

- The customer web portal shall make use of HTTPS authentication and encryption signed by an internationally recognised and globally trusted certification authority.
- Access to the web portal shall be controlled using a secure server with password protection to ensure confidentiality.
- Each eligible customer shall have their own unique username and password and shall have the ability to change this at any time.
- The security associated with the aforementioned shall not create undue complexity to users of the portal. Passwords shall be easy to use and shall not require the use of special characters.
- A suitable convention for usernames and default passwords shall be specified by the GM: Energy.
- Every access to the portal by user shall be logged in detail, including the originating IP address, date and time stamp and activities while online.

11.4 Online instruction manual

- The customer web portal shall include an online instruction manual to assist customers in using the system.
- This manual shall contain everything that is required for a customer to successfully navigate on the website and perform any available function.
- It shall be possible to download an electronic version of the user manual in PDF format from the portal.

11.5 Complaints and customer feedback

- The customer portal shall include a complaint and feedback feature to enable customers to lodge complaints or make suggestions.
- A list of complaints received, together with comments from the service provider shall be made available as a standard report to the GM: Energy at least monthly.

11.6 Grouping of customer sites

- Many COM customers have multiple properties or electricity accounts under their management within COM.
- It shall be possible to group these accounts in such that a customer can view all sites to which they have access without leaving the landing page or requiring multiple login sessions.

11.7 Tariffs

- The service provider shall be responsible to update all applicable tariffs on the remote site as and when required and at no additional cost to Council.
- The service provider shall be responsible to ensure that the COM tariffs are correctly understood and implemented on the portal and accounts provided.
- Structural changes to the COM tariffs are envisaged and costs associated to these changes will be borne by the successful bidder (e.g. seasonal differentiation, surcharge instead of discount and additional discounts based on certain load factor criteria for certain categories of customer). Further details on tariffs are available from the GM: Energy. If not, indicate such costs in the pricing schedule.

11.8 Web portal functionality

11.8.1 Load profile

- The web portal shall enable the customer to view a graphical load profile displaying the recorded interval data consumed for each metering point.
- Interval data shall be displayed in a column graph indicating that this data is a discrete time series and not continuous data when permitted by screen resolution constraints.
- The load profile graph shall be linked to the applicable tariff for the metering point. In cases where a time-of-use tariff is applicable, interval data values shall be coloured in red, yellow and green for peak, standard and off-peak periods as appropriate.
- Distinction shall be made between high and low seasons with high season colours displayed a shade brighter than low season colours.
- Demand, measured in kVA, shall be superimposed on the load profile graph as a line graph.
- It shall be possible for the user to select to see demand over the entire period, or only as applicable to the appropriate tariff.
- It shall be possible to view the load profile graph for any arbitrary period with a resolution at least equal to the integration period of the applied tariff (typically 30 minutes).
- The maximum amount of data on a single graph shall be at least 365 days.
- It shall be possible to display historical load profile data at least up to three years old.
- It shall be possible for the user to zoom into and out of any arbitrary period on the profile graph by using a mouse operation.
- When a cursor is placed on the graph, the exact demand values and time-stamp for the demand period under the cursor shall be shown.
- It shall be possible to scroll forward and backward in time using appropriate controls on the Web page.

11.8.2 Statistical data

- A statistical analysis associated with the selected load profile shall be provided.
- This analysis shall contain at least the following data:
 - Total consumption in kWh
 - Maximum demand in kW
 - Maximum demand in kVA
 - Minimum power factor.
 - Load factor
 - Approximate cost according to prevailing tariff.
- It shall be possible to print this analysis on an A4 page. The COM logo will be displayed prominently on the printed matter.

11.8.3 Billing information

- A complete and accurate monthly energy bill with applicable tariffs and surcharges applied shall be displayed on the Web page for each customer for the current and (be selectable for) previous months.

- The bill shall display the power factor at the time of maximum demand, kWh energy consumption and maximum demand levels broken down into defined time-of-use periods are to be displayed for current and previous months.
- A printout of a detailed and logically constructed electricity bill for each customer for each month on a single A4 page is required, this to be available for a regressed period of at least three years and six months, or as many months available.
- This is not simply an indication of an account, but the ACTUAL electricity account payable. Despite this, the COM billing system account will be taken as the actual correct account, should there be a difference in values.
- The COM logo shall be displayed prominently on the printed matter. The service provider's own logo will be displayed less prominent than that of COM.

11.8.4 Provisional bills

- It is often necessary to view billing information over an arbitrary date period and not over the standard billing period. To facilitate this, the customer web portal shall make provision for a utility that will allow the user to run a "virtual" bill over any arbitrary period based on their applicable tariff.

12 Training

- COM requires product training on a bi-annual basis to accommodate new personnel and to remain updated on the latest functionality and features of the software application. A local venue will be provided by COM, however the bidder to provide all catering and logistics.
- Training shall include any documentation necessary to enable personnel to fully use the system after completion of the training period. This includes report generation, support to customers and so forth.

13 Deliverables – Service levels

Item	Deliverable	Response Time	Risk
13.1	Instantaneous readings, phasors data, meter events.	4 times a day	Data loss if error not detected quick enough.

13.2	Communication to meters/ failure reporting	48 hours	Meter may be off and not recording consumption
13.3	Meter commissioning	Within 48h of meter installation. Verified and signed commissioning sheets (where practically possible e.g. load sufficient etc.)	Data loss with incorrect programming.
13.4	Voltage / current (where practical possible e.g. 3phase 3wire installations) report loss of metering of 3-phase inputs	Within 48 hours	Loss or partial loss of metering data.
13.5	Report gap in profile	Monthly basis	Possible incomplete billing data
13.6	Meter installation	Within 5 days of request	Customer using unmetered electricity.
13.7	Monthly billing readings	5 th day of the month including all non-communicating meters	Billing data and revenue loss
13.8	Verify profile data after meter replacement and repair	Report 3 days after meter repair	Prevent incorrect meter setup i.e. wrong CT ratios. Meter programming etc.
13.9	Assigning a communication priority ID to each customer linked to a specific size (MVA capacity)	Priority 1: $\geq 5\text{MVA}$ Read every 30 minutes Priority 2: $\geq 1\text{MVA} < 5\text{MVA}$ Read every 4 hours Priority 3: $< 1\text{MVA}$ Read once a day	Possible data loss
13.10	If communication to a customer meter cannot be established – a fault report shall automatically be generated and sent to the MDMS.	Response time as specified.	

14 Penalties

The remote metering service provided by Council to its valued customers is seen as the highest current form of service to large electricity customers. Non-compliance to the specifications set out above may lead to customers and / or Council to be inconvenienced and may also lead to embarrassment for Council.

For these reasons, the following penalties may become applicable in the case of default by the service provider:

- For being unable to provide an accurate account on 95% of billable customers on the 7th calendar day of each calendar month – **5 × monthly service fee (for each customer involved)**;
- For failing to attend to a technical concern raised in writing by the GM: Energy or his delegated official within one month – **1 x the total monthly fee of that customer, for every month that the concern remains outstanding**;
- For every reasonable letter of complaint from a customer received by the GM: Energy regarding the service provided – **1 x the total monthly fee for that customer**, and
- For attempting to develop an incomplete or inadequate system into an AMR meter reading system at the expense of COM and its customers – **immediate termination of the contract**. Technical inability to prove communication with all installed COM electricity meters will, amongst others, constitute an inadequate system. Further legal action will be instituted.

Confidentiality of information

- The service provider shall not use the information collected or allow the information to be used by any other person for any purpose other than for the purpose of performing the duties as indicated in this schedule.
- All data collected and processed by the service provider will remain the property of the Municipality. The service provider will have NO rights on any COM data.

15 Submission requirements

- In submission of information, service providers are required to include the following:
 - Gatekeeper requirements
 - Additional requirements as per the specification document

SCHEDULE OF PRICES

ITEM NO	DESCRIPTION	NUMBER OF MONTHS " A "	ESTIMATED NUMBER OF METERS PER MONTH " B "	UNIT PRICE EXCL VAT " C "	TOTAL PRICE FOR FULL PERIOD A x B x C (Excl. VAT)
AUTOMATED METER READING					
1.	Daily collection, monitoring, processing, publishing and management of billing and profile data on the remote (all costs involved, incl. field services)	36 (months)	1015	R	R
METER RELATED WORK					
2.	Any communications related cost (additional to 1 above, e.g. SIM cards, etc.)	36 (months)	1015	R	R
3.	Any operational cost (additional to 1 above, in terms of full responsibility for the integrity and correct operation of the remote metering equipment with the exception of the primary plant such as current and voltage transformers etc.)	36 (months)	1015	R	R
4.	Supply, install and commission a GPRS modem (meter supplied by COM)	1	100	R	R
5.	Supply, install and commission a modem equipped with a last-gasp mechanism to enable notification in the event of a power outage. (meter supplied by COM)	1	100	R	R
6.	Supply, install and commission an external watchdog timer on modems that often hang	1	10	R	R
7.	Supply, install and commission an external modem power supply in the event that modem cannot be powered by meter	1	10	R	R
8.	Supply, install and commission high-gain antenna	1	20	R	R
9.	Install/commission/programme and supply commissioning sheet of a new municipal meter – CT and VT driven or direct meter (meter supplied and installed by COM)	1	100	R	R
10.	Install/commission/programme and supply commissioning sheet of a new municipal meter – CT and VT driven or direct meter (meter supplied and installed by the bidder)	1	100	R	R
11.	Replace/install/commission/programme and supply	1	100	R	R

ITEM NO	DESCRIPTION	NUMBER OF MONTHS " A "	ESTIMATED NUMBER OF METERS PER MONTH " B "	UNIT PRICE EXCL VAT " C "	TOTAL PRICE FOR FULL PERIOD A x B x C (Excl. VAT)
	commissioning sheet of an existing municipal meter – CT and VT driven or direct meter (new meter supplied by COM)				
12.	Verify correctness of new and existing metering equipment at an LV metering point , on request: <ul style="list-style-type: none"> • verifying of CT polarity correctness • verifying of CT ratios • confirmation of correct voltage and current phase relationships • CT multiplication factor, programmed as per COM requirement at meter and also remote metering database 	1	300	R	R
13.	Verify correctness of new and existing metering equipment at an MV metering point , on request <ul style="list-style-type: none"> • verifying of CT-VT polarity correctness and wiring • verifying of CT-VT ratios • confirmation of correct voltage and current phase relationships • CT-VT multiplication factor, whichever applicable programmed as per COM requirement at meter and also remote metering database 	1	100	R	R
14.	No access to site obtained to execute work, charge as a result of COM or customer unavailability	1	200	R	R
15.	On request of COM attend to a complaint/ new commissioning of plant/ scheduled maintenance at customer premise etc, during non-normal working hours (e.g. Saturdays and Sundays or Public Holidays).	1	200	R	R
Sub-Total:					R
METER TESTING					

ITEM NO	DESCRIPTION	NUMBER OF MONTHS "A"	ESTIMATED NUMBER OF METERS PER MONTH "B"	UNIT PRICE EXCL VAT "C"	TOTAL PRICE FOR FULL PERIOD A x B x C (Excl. VAT)
16.	Accuracy test of a 3-phase meter in a laboratory accredited to SANS 17025 by SANAS	1	60	R	R
17.	Accuracy test of a 1-phase meter in a laboratory accredited to SANS 17025 by SANAS	1	60	R	R
18.	Onsite meter accuracy test	1	60	R	R
Sub-Total:					R
ENERGY BALANCING					
19.	Manage partial Energy balance (ring fenced areas), periodically submitting and reporting the balance between energy entering and being consumed from a busbar, feeder or other node in the electrical network	1	4 regions over the entire period	R	R
Sub-Total:					R
ESKOM POD'S					
20.	COM infeeds (ESKOM PODs) separate reporting and monthly account verifications	1	13 PODs x 12m x 3yr	R	R
Sub-Total:					R
OUTAGE NOTIFICATION AND RELATED					
21.	Provision of outage notifications and associate specified tasks (estimated 100 network points per month)	1	36 months	R	R
22.	Estimation of MV losses due to outages – reports	1	36 months	R	R
Sub-Total:					R
PROFESSIONAL SERVICES					

ITEM NO	DESCRIPTION	NUMBER OF MONTHS "A"	ESTIMATED NUMBER OF METERS PER MONTH "B"	UNIT PRICE EXCL VAT "C"	TOTAL PRICE FOR FULL PERIOD A x B x C (Excl. VAT)
23.	Professional services (ECSA registration): <ul style="list-style-type: none"> Professional Engineer Professional Engineering Technician 	1 1	720 hours 720 hours	R R	R R
24.	Upon request: programming changes, additional programming or system changes	1	240 hr	R	R
25.	Use of Software Training to COM personnel on an as and when required basis (one session twice a year, each with 12 persons)	6 sessions	1	R	R
26.	Tariff structural changes re-programming system	1	3	R	R
Sub-Total:					R
ONCE-OFF TAKE OVER					
27.	As per scope Once-off take over costs: The contract may require a changeover period not exceeding 3 months, during which the new service provider will be allowed to successfully transfer meters from the existing service provider to their database (and communications network). During this period, only meters read for a full month, will be chargeable to the City.	1 per meter	650 meters	R	R
Sub-Total:					R
REPORTING REQUIREMENTS					
28.	Reports providing all the billing data in Rand values as well as summarized per depot area, per consumption category Peak kWh, Standard kWh and Off-Peak kWh and NMD kVA and NAC kVA, and per tariff, of all the meters of the previous calendar month in Excel format.	1	36 months	R	R
29.	Attending monthly meetings in the COM area	1	36	R	R

ITEM NO	DESCRIPTION	NUMBER OF MONTHS " A "	ESTIMATED NUMBER OF METERS PER MONTH " B "	UNIT PRICE EXCL VAT " C "	TOTAL PRICE FOR FULL PERIOD A x B x C (Excl. VAT)
Sub-Total:					R
Total Bid Price Excluding VAT					R
15% OF VAT					R
TOTAL BID PRICE INCLUDING VAT					R

NOTE: ABOVE ESTIMATED QUANTITIES ARE FOR EVALUATION PURPOSES ONLY!

NB: PLEASE NOTE:

PERIOD ONE (01)

- BID PRICE(S) MUST BE FIXED FOR THE FIRST 12 MONTHS AFTER AWARD

PERIOD TWO (02)

- BID PRICE(S) IS/ARE SUBJECT TO ESCALATION OF CPI FOR THE FOLLOWING 12 MONTHS WITH THE BASE MONTH BEING THE 12th MONTH OF PERIOD ONE (01)

PERIOD THREE (03)

- BID PRICE(S) IS/ARE SUBJECT TO ESCALATION OF CPI FOR THE REMAINING PERIOD WITH THE BASE MONTH BEING THE 12th MONTH OF PERIOD TWO (02)

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

MBD 3

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED, NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASE WHERE DIFFERENT DELIVERY POINTS INFLUENCES THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number: COM58/2025
Closing Time 11:00 on 25 AUGUST 2025

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QTY	DESCRIPTION	BID PRICE IN RSA CURRENTLY (INCLUDING VAT)
-	Required by
-	At:
-	Brand and model
-	Country of origin
-	Does the offer comply with specification?		*YES/NO
-	If not to specification, indicate deviation(s)
-	Period for delivery	*Delivery: Firm/not firm
-	Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

Procurement Related Enquiries:
 Christopher Nkambule
 Supply Chain Management
 Tel No: 013 759 2358
 Email address:
Christopher.nkambule@mbombela.gov.za

Technical Enquiries:
 Sylvester Khoza
 Revenue Management
 Tel No: 013 759 9266
 Email address:
sylvester.khoza@mbombela.gov.za

DECLARATION OF INTEREST

MBD 4

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudging authority.

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

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

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars.....

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

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

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....
.....

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

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Item no.	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
A total of 15 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements -			
1.	for 100% black person or people owned enterprise	5 points	
2.	for at least 30% woman or women shareholding or owned enterprise	5 points	
3.	For at least 30% youth shareholding or owned enterprise	2.5 points	
4.	for at least 30% people living with disability shareholding or owned enterprise	2.5 points	
A total of 5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP -			
7.	for enterprise regarded as EME located within the local area of jurisdiction.	5 points	
The City will utilize the CSD report for the above-mentioned information.			

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown

in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

WITNESSES:

1.

4.

..... SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

.....

.....

THIS MBD FORM MUST NOT BE COMPLETED PRIOR TO APPOINTMENT. IT WILL BE ONLY BE FURNISHED AND SIGNED BY THE SUCCESSFUL BIDDER/SERVICE PROVIDER

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

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

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

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

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2.
DATE:	

MBD 7.1

(BIDDERS / SERVICE PROVIDERS MUST NOT FILL THIS PART TWO OF THIS MBD 7)

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER /CITY OF MBOMBELA)

1. I..... in my capacity
as.....
accept your bid under reference numberdated.....for the supply
of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by
the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

2.2 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper 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).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person 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 National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a) take all reasonable steps to prevent such abuse;
 - b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:

_____ that:
(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

AUTHORITY TO SIGN A BID

1. COMPANIES AND CLOSE CORPORATIONS

- a. **If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors**, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid

- b. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, **a resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY / MEMBERS OF THE CC

Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorized Signatory			
Capacity			
Specimen Signature			
Full name and surname of ALL Director(s) / Member (s)			
Is a CERTIFIED COPY of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)

I, _____, the undersigned, hereby confirm

that I am the sole owner of the business trading as _____

3. PARTNERSHIP

We, the undersigned partners in the business trading as _____

hereby authorize Mr/Ms _____ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by JOINT VENTURES

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr/Ms

_____ authorized signatory of the Company/Close Corporation/Partnership (name) _____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

1. Name of firm (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

2. Name of firm			
Address			
		Tel. No.	
Signature		Designation	

3. Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

4. Name of firm			
Address			
		Tel. No.	
Signature		Designation	

NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.

SUPPLY CHAIN POLICY USING 80/20 SPECIFIC GOALS

		MAXIMUM POINTS TO BE ALLOCATED	POINTS CLAIMED BY BIDDER	ALLOCATED POINTS
PRICE AND COMPETENCE GOALS (80 POINTS)	PRICE	80		
	SUB TOTAL	80		
EQUITY PROMOTION GOALS (20 POINTS)				
	SPECIFIC GOALS	20		
	SUB TOTAL	20		
	TOTAL	100		