

**FORM C: TENDER FORM**

CURRENT TENDER DETAILS	
Request number:	HO/CRES/REAM/006/11/23
Request for Tender:	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY END TO END UTILITIES MANAGEMENT AND ADMINISTRATION SERVICES, INCLUSIVE OF AUTOMATED METERING FOR A PERIOD OF THREE YEARS.

I / We

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(Insert Name of Tendering Entity)

of

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(Full address)

Conducting business under the style or title of:

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Represented by:

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in my capacity as:

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being duly authorised thereto by a Resolution of the Board of Directors / Certificate of Partners, Members or Participants, as the case may be, dated \_\_\_\_\_, a certified copy of which is annexed hereto, hereby offer to undertake and complete the above-mentioned work (hereinafter called "the WORKS") at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lump sum, in accordance with the terms set forth in the accompanying letter(s) reference \_\_\_\_\_ and dated \_\_\_\_\_ (if any) and the documents listed in the accompanying schedule of tender documents for the sum of R \_\_\_\_\_

\_\_\_\_\_ (amount in words), (All applicable taxes included)

**N.B.** (i) In the event of any discrepancy, the amount in words will take precedence over the amount in figures.



- (ii) Where items in the priced bills of quantities submitted with the tender for the WORKS other than automated metering work are incorrectly extended arithmetically, the unit rate will be treated as decisive.
- (iii) In tenders for automated metering work the total amount will be treated as decisive. If amounts for individual items cannot be reconciled with the total amount, the amounts for individual items shall be adjusted to the satisfaction of the PRASA to conform to the total amount.

The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should PRASA decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I / We accept that should PRASA accept my / our tender and issue me / us with the notice of acceptance, this tender and, if any, its covering letter and any subsequent exchange of correspondence together with the PRASA acceptance thereof, such acceptance shall be subject to a written contract to be concluded between the PRASA and me / us.

I / We undertake to produce acceptable documentary proof of the necessary coverage for Workmen's Compensation, Securities and Insurance within **30 (thirty)** working days of notification of awarding of the contract, and to sign a formal contract if called upon by the PRASA to do so within **7 (seven)** working days of notification by the PRASA that the contract documents are ready for signature.

I / We undertake to complete the whole of the WORKS within \_\_\_\_\_  
(in words) from the date of notification to me / us of acceptance of the tender, subject to completion in stages if and as laid down in the project specification and to such extensions of time as may be granted. Failing completion of the WORKS or any stage of the WORKS within the period(s) stipulated or by such extended date(s) as may be allowed by the PRASA I / we shall pay to the PRASA in terms of the Conventional Penalties Act 15 of 1962, the penalty for which provision is made in the project specification. The ordering of any alterations, extras, additions or omissions shall not in any way prejudice the PRASA claim for such penalty.

Application for relief from the obligation to pay a penalty will be considered by the PRASA, but shall be granted only if I / we can prove to the reasonable satisfaction of the PRASA that the



penalty is out of proportion to the prejudice suffered by the PRASA by reason of the act or omission in respect of which the penalty was stipulated.

I / We declare that this tender holds good until \_\_\_\_\_ **(a minimum period of 90 days from closing date is required).**

I / We further agree that if, after I / we have been notified of the acceptance of my / our tender, I / we fail to enter into a formal contract if called upon to do so, or fail to furnish satisfactory security for the due and proper completion of the WORKS, the PRASA may, without prejudice to any other legal remedy which it may have, recover from me / us any expense to which it may have been put in calling for tenders afresh and / or having to accept any less favourable tender.

I / We undertake, in the event of my / our tender being accepted, to deposit with the PRASA as security for the due and proper completion of the WORKS, a Performance Bond issued by a South African registered Bank to the value of **ten (10) per cent** of the contract price (VAT inclusive).

I/ We declare that, being a company / partnership / close corporation / joint venture, I / we have duly completed the annexe hereto and certified it as correct.

The several documents involved are to be taken as complementary to each other. In the event of any conflict between the content of any of the documents listed in the schedule of tender documents (other than the project specification) and the project specification, the latter shall prevail. In the event of any conflict between the letter that accompanies the tender or other relevant correspondence and the contents of the documents listed in the schedule of tender documents (including the project specification) such letter or correspondence shall prevail.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide PRASA with cause for cancellation.

THUS DONE and SIGNED at \_\_\_\_\_  
on this \_\_\_\_\_ day of \_\_\_\_\_

DULY AUTHORISED SIGNATORY(IES) WITNESSES

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

## 1. PRICING SCHEDULES

### 1.1 Pricing: Schedule A

1. Utilities Management Services: Account Audits (as per the specifications)					
Item	Description (Functions)	Approximate Number of Accounts	YEAR 1	YEAR 2	YEAR 3
			Rate per Account (ZAR)	Rate per Account (ZAR)	Rate per Account (ZAR)
			No Annual increase	Annual increase	Annual increase
			0%	%	%
1	Account retrieval from service providers as per the PRASA CRES account register.	3 250			
2	Capturing of the municipal and other service provider accounts on the utilities management system of the respondent.				
3	Analyse and validate all utilities accounts/invoices for correctness. (Tariff structure, consumption, calculations, meter numbers, meter and connection sizes etc.).				
4	Validate and verify all utilities account data for correctness to enable the payment thereof on a monthly basis.				
5	All amendment of accounts/invoices, meter numbers and tariff structures must be captured on the utilities management system.				
6	In-office and on-site verification of accounts, meters and supplies.				
7	End user verification of utilities supplies.				
8	Monthly assessment of huge variances.				
9	Investigate optimisation opportunities as to reduce the utilities expenditure.				
10	Monthly account optimisation reporting.				
11	Address incorrect accounts (billings, consumption, tariff structures and meter numbers etc.) with the relevant municipality or service provider. All incorrect invoices/accounts must be corrected with the relevant service provider.				
12	Ensure that the account register is kept up to date.				

13	Extensive monthly account audit reporting: Per Account, Region, Municipality/Service Provider, Station, Complexes, Campuses, Depots, Units, Houses and utility type. Must include account exception reporting.				
14	Monthly Utilities Expenditure and Recoveries Consolidation Reporting. Per Region, Municipality, Station, Complexes, Campuses, Depots, Units, Houses and utility type.				
	<b>ANNUAL ACCOUNT AUDIT COST (ZAR)</b>				

## 1.2 Pricing: Schedule B

2. Automated Metering: Management Services								
Item	Description	Quantity (Approximately)	Unit Price per Month (Year 1) (ZAR)	Fixed Percentage (%) on Pre-paid vending Sales per Month for Contract Period	Pre-paid Vending Service per month (ZAR) (For approximately R600 000 sales per month)	YEAR 1	YEAR 2	YEAR 3
						Annual Amount (ZAR)	Annual Amount (ZAR)	Annual Amount (ZAR)
						No Annual increase	Annual increase (Excluding pre- paid vending Sales).	Annual increase (Excluding pre- paid vending Sales).
						0%	%	%
1	Automated Electricity Credit Meter reading and billing.	278		N/A	N/A			
2	Physical Visit: Reading and billing of Conventional Water Meters.	408		N/A	N/A			
3	Physical Visit: Reading and billing of Conventional Electricity Meters. (Park Station and Lyttelton Commercial Park)	41		N/A	N/A			
4	Vending services and facilities (Electricity Pre-paid and Water Pre-paid Meters)	Based on Approximately R600 000 Pre-paid sales per Month	N/A					
5	Administrative services: Monthly financial reporting on all Meters, including pre-paid meters, per Region, Station, Complex, Unit and per tenant.	1 851		N/A	N/A			
	<b>TOTAL PER ANNUM</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>			

### 1.3 Pricing: Schedule C

3. Automated Metering: Technical Services					
Item	Description	Units	YEAR 1	YEAR 2	YEAR 3
			Rate per Unit (ZAR)	Rate per Unit (ZAR)	Rate per Unit (ZAR)
			No Annual increase	Annual increase	Annual increase
			0%	%	%
1	To supply, install/replace and commission Single-Phase Electricity Credit Smart Meters (remote readable meters) when requested.	1			
2	To supply, install/replace and commission Three Phase Electricity Credit Smart Meters (remote readable meters) on request of PRASA CRES.	1			
3	To supply, install/replace and commission Single Phase Pre-Paid Electricity Meters (PLC) when requested.	1			
4	To supply, install and commission Three Phase Pre-Paid Electricity Meters (PLC) when requested.	1			
5	To supply, install /replace Electricity Credit Smart Meter Modems, including sim cards when requested. (Must be compatible with the already installed meter).	1			
6	Supplying, installation/replacement/commissioning of Electricity Pre-Paid Meter Keypads (customer user interfaces) (PLC) on request.	1			
7	Installation or replacement of meter antennas to ensure effective communication with the utilities management system of the service provider.	1			
8	Supplying, installation, replacement and commissioning of Pre-Paid Water Meters	1			
9	Supplying, installation, replacement commissioning of Conventional Water Meters.	1			
10	The On-Site inspection and reporting on non-billing/faulty, non-functional meters on request of PRASA CRES, located within a radius of 50km of the main Stations. This includes non-billing electricity credit meters, pre-paid electricity/water meters as well as conventional water meters. PRASA CRES have approximately 405 non-functional meters that requires on-site inspection and reporting regarding the corrective action that must be implemented. Rate per meter must be stipulated here (Rands).	1			

11	Installation, replacement and commissioning of Electricity Bulk and Check Meters on request.	1			
12	Installation, replacement and commissioning of Water Bulk and Check Meters on request	1			
13	Supplying, installation/replacement and commissioning of Remote-Readable Water Smart Meters (Ultrasonic Water Meters).	1			
14	Supply, install and commission Internet of Things (IoT) Retrofittable Communicating Devices for existing conventional water meters.	1			
15	The service provider must manage, administrate, and implement the Token Identifier (TID) Rollover in respect of all PRASA Electricity Pre-paid and Water Meters (approximately 1 124 meters) in terms of the Standard Transfer Specification Association Code of Practice STS402-1. This is to ensure that all PRASA pre-paid meters will be active and functional by 24 November 2024.	1 124 Meters		N/A	N/A
16	The Reconfiguration of all PRASA automated electricity credit meter modems and sim cards to the new APN (Access Point Name) of the service provider. PRASA has approximately 278 credit meters that must be read remotely.	278 Meters		N/A	N/A
<b>ANNUAL UNIT RATES TOTALS</b>					

#### 1.4 Pricing: Schedule D

4. Water Leak Detection and Reporting Service						
Item	Description	Average  Call outs per year	Rate per Hour:  (Maximum of 160 hours per annum)  (ZAR)	YEAR 1	YEAR 2	YEAR 3
				Annual Amount for 160 Hours (ZAR)	Annual Amount for 160 Hours (ZAR)	Annual Amount for 160 Hours (ZAR)
				No Annual increase	Annual increase	Annual increase
				0%	%	%
1	Water Leak Detection and Reporting in respect of PRASA Cres Stations, Depots, Office Blocks and Commercial Developments.	20 per annum				
	<b>TOTAL PER ANNUM</b>	<b>20</b>	<b>N/A</b>			

Commented [BX1]: Column must Include sub-total column's exclusive of VAT  
add VAT @15%  
Total- Inclusive of Vat

#### NOTE TO BIDDER

- The Contract will be rates based and the monthly fee determined by the Unit Rates indicated on the Pricing Schedules. The Unit Rates as indicated on the Pricing Schedules will therefore remain applicable. It is also of great importance to note that the percentage (%) charge on pre-paid vending sales (water and electricity must be a fixed (%) per month for the duration of the Contract.
- It is further important to note that any possible Licensing Fees relating to the Tenderers Utilities Management System (UMS) must be incorporated within the Pricing Schedules.

### 1.5 Pricing: Schedule E

PRICING SCHEDULE SUMMARY				
		COST: YEAR 1	COST: YEAR 2	COST: YEAR 3
Schedule A	Accounts Audit			
Schedule B	Automated Metering Services			
Schedule C	Automated Metering Technical Services (Total Annual Unit Rates)			
Schedule D	Water Leak Detection and Reporting Service			
SUB TOTALS (ANNUAL)				
VAT @ 15%				
TOTAL AMOUNT PER YEAR (including VAT)				
GRAND TOTAL AMOUNT (for three years including VAT). Must be indicated on Form C as well.				

**Commented [BX2]:** Column must include sub-total column's exclusive of VAT  
add VAT @ 15%  
Total- Inclusive of Vat