

JOE GQABI DISTRICT MUNICIPALITY



SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, AND SUPPORT OF AN INTEGRATED VOICE OVER INTERNET PROTOCOL TELEPHONE SYSTEM FOR A PERIOD OF THREE YEARS: JGDM2023/24-010

NAME OF BIDDER:

CSD REGISTRATION NUMBER

SARS PIN

TAX REFERENCE NUMBER:

CLOSING DATE: 02 FEBRUARY 2024

CLOSING TIME: 12:00 (NOON)

PREPARED BY:

JOE GQABI DISTRICT MUNICIPALITY
Corner Cole & Graham Street
Barkly East
9786
Tel-045 979 3000
Fax-045 971 0251

INVITATION TO BID

Tenders are hereby invited from suitably qualified and experienced Service Providers for the **SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, AND SUPPORT OF AN INTEGRATED VOICE OVER INTERNET PROTOCOL TELEPHONE SYSTEM FOR A PERIOD OF THREE YEARS: JGDM2023/24-010.**

BID NUMBER	NAME AND DESCRIPTION	CLOSING DATE
JGDM 2023/24-010	SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, AND SUPPORT OF AN INTEGRATED VOICE OVER INTERNET PROTOCOL TELEPHONE SYSTEM FOR A PERIOD OF THREE YEARS	02 FEBRUARY 2024

Bid documents will be available from the www.etenders.gov.za and the Joe Gqabi District Municipality website <https://jgdm.gov.za/>. Hard copies of the bid document will be made available from Joe Gqabi District Municipality SCM offices Corner of Cole and Graham Street Barkly East from 01 December 2023 upon payment of a non-refundable fee of R 200.00 (Two Hundred Rand) for each document (either in cash, EFT or direct bank deposit to ABSA, 2380000019). Please quote the company name and bid number as reference. Payments must be made at the Cashier's Office, which is situated at the ground floor, Cnr of Graham and Cole Streets, Barkly East between the hours of 08h00 and 15h00 prior to the collection of the bid documents. Proof of purchase must be attached to the original Tender Document.

Completed bid documents must be placed in a sealed envelope clearly marked "**SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, AND SUPPORT OF AN INTEGRATED VOICE OVER INTERNET PROTOCOL TELEPHONE SYSTEM FOR A PERIOD OF THREE YEARS: JGDM2023/24-010**". These must be deposited at the official Tender Box situated outside the Main Building – JOE GQABI DISTRICT MUNICIPALITY, Corner of Cole & Graham Streets, Barkly East before closing time of **12H00 (Noon) on 02 February 2024**. Thereafter, tenders will then be opened in public. The submitted tenders shall remain valid for 90 days after closing date. All tenders must be deposited in the tender box either by Bidders' representative or courier services, no municipal official will take responsibility to deposit any bidders' documents into the tender box situated at the address mentioned above.

Compulsory Briefing Session: 13th of December 2023 at 11H00 AM - JOE GQABI DISTRICT MUNICIPALITY, Corner of Cole & Graham Street, Barkly East.

EVALUATION CRITERIA

The bids will be evaluated and adjudicated in terms of the **80/20** Preference Point System prescribed by the Preferential Procurement Policy Framework Act No. 5 of 2000, pertaining to Preferential Procurement Regulations 2022, as well as the Joe Gqabi District Municipality's Supply Chain Management Policy – 80 points will account for price and 20 points relating to specific goals. Additionally to bid document completeness check and compliance with any tender conditions, bids will be subjected to functionality criteria and bids that scores less than 115 out of 200 points will be considered non-responsive.

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database must be registered, registration can be done online via their website at <https://secure.csd.gov.za>

The Council reserves the right to extend the Tender Period and / or alter Conditions of Tender during the Tender Period at its own discretion.

Technical related enquiries should be directed to Mr. L Gush (ICT Manager) by e-mail to llewellyn@jgdm.gov.za / professor@jgdm.gov.za during normal office hours. (Between 08H00 to 16H00, Monday to Friday) – Tel: 045 979 3070 / Evaluation criteria related enquiries should be directed to Mr. TS Sindaphi (Technical Coordinator Demand) at Joe Gqabi District Municipality by email to: thandos@jgdm.gov.za during normal office hours. (Between 08H00 to 16H00, Monday to Friday – Tel: 045 979 3121

NB: NO BIDS FROM PERSONS IN THE SERVICE OF THE STATE WILL BE CONSIDERED FOR AWARD

Issued by

Mr. M. P Nonjola
Municipal Manager
Joe Gqabi District Municipality

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

1. JGDM shall not do business with any person in the service of the state.
2. Bidders must be registered on National Treasury's Central Supplier Database (CSD).
3. The Joe Gqabi District Municipality Supply Chain Management Policy will apply.
4. The Joe Gqabi District Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid and to award to more than one bidder.
5. The Joe Gqabi District Municipality reserves the right to appoint more than one service provider.
6. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
7. All pages must be signed where necessary.
8. The completed and signed bid document must be submitted as original.
9. Additional annexure(s) is / are accepted only if cross referencing has been done and the page signed.
10. Bids submitted are to hold good for a period of 90 days.
11. Maximum points of 20 points will be awarded to tender for specific goals for the Tenderer. Points scored on specific goals will be added to the points scored for price.
12. SARS pin and Tax Reference Number to be declared in the bid (cover page of the bid document). In the case of a Trust, Joint Venture, or Consortium each party to a Trust / Joint Venture/Consortium should submit a separate Tax Clearance Certificate
13. Bid documents must remain intact
14. Attach a proof of company office address regarding claiming of points for locality component per specific goals (Municipal account not older than 90 days or Municipal Clearance certificate or lease agreement or proof of address and affidavit from village residents only) **FOR LOCAL MUNICIPALITY AND DISTRICT MUNICIPALITY**
15. Use of Tippex AND erasable ink will render the bid non- responsive.
16. Declaration pages must be fully completed and signed.
17. Joint Ventures / consortiums must provide signed copies of such agreements and all other returnable documents for each partner to the Joint Venture.
18. Failure to complete and submit ALL required information will result in the bid being deemed non-responsive.

TERMS OF REFERENCE / SPECIFICATIONS

Procurement of Integrated Telephone System

Background

Joe Gqabi District Municipality is located in the Eastern Cape, with satellite offices in towns throughout the Municipal District. The Main Campus building is located in Barkly East. The Municipality requires the new installation/upgrade of the telephone systems that will enable effective voice communications from all the Municipal offices.

The Joe Gqabi District Municipality (JGDM) has offices in all the towns listed below. In some towns there may be multiple offices that must be serviced. The Municipality also requires voice communications from sites that may be located outside of the town, such as the water treatment works that are often not within the town boundaries.

The towns within the district are:

Town	Offices
Barkly East	Main Office 3 x External offices Water Treatment works Operations Centre, Dispatch centre
Rhodes	Office Water Treatment Works
Rossouw	Office Water Treatment Works
Burgersdorp	Office Water Treatment Works
Dordrecht	Roads Depot
Steynsburg	Office Water Treatment works
Venterstad	Office Water Treatment Works
Oviston	Office Water Treatment Works
Aliwal North	Offices x 2 Water Treatment Works Disaster Centre Disaster Dispatch Centre Jogeda
Jamestown Office Water Treatment Works	Office Water Treatment Works
Lady Grey	Office x2 Water Treatment Works
Sterkspruit	Offices x 3 Water Treatment Works
Ugie	Office Water Treatment Works

Maclear	Office x 2 Water Treatment Works
Mount Fletcher	Office x 2 Water Treatment Works

Current Situation

JGDM has currently a Voice Over Internet Protocol (VOIP) system in place with a Software based PBX that is hosted off-site. Connectivity is outsourced to various local and national service providers as each situation requires alternative connectivity solutions. Connectivity will not be required to be part of this tender

The Municipality is the owner of the Hauwei PBX and the Hauwei telephones, and JGDM requires to leverage this investment in order to minimise unnecessary expenses.

Specifications Summary

A telephone communication system that serves all the specified offices as well as the Municipal Operations centres as per above mentioned list.

The telephone system **MUST** be TCP/IP Based, in order to cater for the convergence of all Municipal communications systems as may be required.

- 1 The system must be a VOIP system
- 2 Support SIP – (Session Initiation Protocol)
- 3 Be extensible over any IP data links

The telephone management system shall be located in the Barkly East Information Technology facilities, and all internal calls shall take place over the internal network connections.

All external telephone calls must be managed through an automated system that is capable of a least the following functionality

- 1 PIN authorisation for call access
- 2 Call time limiting
- 3 User Accounting requirements
 - 3.1 Number identification and auto allocation to billing levels
 - 3.2 Monthly billing in a Comma Separated Value type data file.
 - 3.3 Compilation of individual accounts in order to invoice for private call usage
 - 3.4 Incoming and outgoing number tracking

TELEPHONE SYSTEM

TECHNICAL REQUIREMENTS

VOICE OVER IP TELEPHONE SYSTEMS

The Vendor shall provide Hybrid Digital VoIP phone system that is capable of using the telephones that are owned by the Municipality. Other phones may be purchased or leased depending on the Municipalities requirements over time.

A soft phone installation option that may be installed on Windows, Apple, Linux and Android devices.

SOFTWARE PROGRAMMING:

The Vendor shall configure all software and other features into the PBX before delivery to Municipalities premises.

DIAGNOSTIC MAINTENANCE:

Software shall be provided within the PBX for use by maintenance personnel to identify and associate a malfunction with an individual component. In addition, the PBX will have the capability to allow diagnostic and maintenance testing of PBX components from a remote location. Costs of the maintenance port and necessary ancillary equipment will be a part of the Vendor's submission

MEMORY PROTECTION:

The total system memory including generic software and customer database shall be permanently protected in the event of a primary power failure. Upon restoration of primary power, the reload shall be accomplished automatically without external intervention. The PBX proposed shall have the capability to backup the Owner's database on available PC or network storage. The system shall automatically back up itself to local storage on a scheduled basis.

SELF-TEST, FAULT ISOLATION AND SYSTEM ALARM:

As an ongoing internal function of the PBX, a self-test routine must identify faults within the system. When faults are located by means of the self-test function, a system alarm and log will be generated. The log shall be accessible either locally or remotely.

CLASS OF SERVICE:

The system shall allow independent programming features per telephone to be defined. Individual programming shall specify the features and timer options that may be accessed by a station or a trunk. It shall be possible to change the features at any station without changing the numbers assigned to that station.

ROUTING CLASS OF SERVICE:

When a station user dials a number, the system shall check the Routing Class of Service (RCOS) value assigned to the user against the available routes. If the user's RCOS permits access to the number dialled, the call proceeds. If the RCOS value does not permit access, the call shall be barred and rerouted. A station shall have the capability of being assigned two RCOS's, one associated with a Day Mode and the associated with a Night Service mode. RCOS shall have the capability to allow or deny calls differently depending on the mode selected.

LEASED COST ROUTING

The system will make provision for the ability to route calls according to the best available cost

mode, depending on the Cell/Telephone network that is being dialled

CALL FORWARDING:

The PBX shall provide the capability of forwarding trunk or internal calls to another station /external phone number to satisfy the following conditions:

Calls to an Unattended Station

Calls to a Busy Station

All Calls to a Station

The PBX must be able to differentiate between internal and external calls.

CONFERENCE ARRANGEMENTS:

Each station shall have a dial-up conference or add-on capability that will allow adding at least 5 other parties (6 total), either internal or external, to a call in progress.

CALL TRANSFER AND STATION CONSULTATION:

The PBX shall allow the station user the capability for call transfer and station consultation on all trunk calls and/or station calls either incoming or outgoing.

GROUP HUNTING:

Sequential and/or non-sequential number hunting shall be available for all stations allowing up to a minimum of thirty stations to be placed in a single hunt group. The system will require a minimum of 25 hunt groups.

FOUR DIGIT EXTENSION DIALING:

This includes 4-digit extensions to all phones in the network.

LINE LOCKOUT OFF-HOOK CONDITION:

Any station seizing the common equipment of the Hybrid PBX for a programmable number of seconds without dialling shall be blocked from further access to the system resources until the station is restored to the on-hook condition.

RECORD-A-CALL:

The ability to press one button and instantly record conversations to voice mail.

DSS/BLF – ATTENDANT CONSOLE

Direct Station Selector/Busy Lamp Fields software or hardware are required for the Attendant.

NIGHT SERVICE:

Night service shall permit the programming of alternate answering points for individual trunks. The answer point used shall depend on the operational mode of the system. Incoming calls to the main listed number will normally be routed to the attendant during the day. In the night mode calls will be routed to an Automated Attendant.

RESTRICTIONS:

A provision for providing restrictions from particular types of trunks as well as other services shall be provided. Minimum degrees of restriction must include the ability to:

- Restrict Stations From Direct Access to Central Office (CO) Trunks.
- Restrict Stations From Direct-In-Dial.
- Restrict Stations From Direct Distance Toll Dialing.

- Restrict Stations From Initiating a Dial-Up Conference.
- Restrict Stations From External Paging System.

CALL WAITING:

Call waiting shall permit a station user, when engaged in a call, to receive a tone indicating a call is waiting.

NETWORK ADMINISTRATIVE PACKAGE:

Administrative software shall be provided by the Vendor for use by Joe Gqabi District Municipality. The software must be compatible with Joe Gqabi District Municipality's Operating Systems.

Operating Systems in use

- MS Windows ver 7 to current
- Linux – Ubuntu and Redhat
- Apple – PC as well as IOS
- Android

The software supplied must be able to run with and not interfere with other applications. The administrative software will, at a minimum, provide for the following:

- Maintenance of both telephone and voice mail systems
- Provide for configuration backup and restore
- Changing of Telephone Numbers
- Changing Feature Arrangements
- Be able to connect to systems at all remote sites via network connection or modem

REPORTING

- Provide reports to the managing department of Joe Gqabi in order to
 - Print list of calls per user
 - Print list of calls per extension
 - Print duration of calls
 - Other customisable reports as may be required

Administrative training for (4) Joe Gqabi District Municipalities' employees shall be provided at a time mutually agreed upon by Owner and Vendor and the cost for training shall be included in the bid. This training is in addition to the user training on the telephones.

AUTOMATIC CALL DISTRIBUTION:

The system shall provide Automatic Call Distribution software to include the following:

- System should be able to give the callers an Estimated wait time, and/or how many callers ahead.
- Reporting capabilities for each station, inbound, outbound, abandoned,
- Printable reports, email, that can be scheduled.

STATION MESSAGE DETAIL RECORDING:

The Hybrid PBX shall be equipped to capture external (trunk incoming and outgoing) Station Message Detail Recording information. The information to be captured shall as a minimum

provide:

- Date of Call (Month and Day)
- Calling Station Number
- Called Number
- Time (Time Call Was Placed)
- Duration of Call (Minutes and Seconds)

FORCED ACCOUNT CODES:

The Hybrid PBX shall provide the capability to force a station user to dial a verified account code to obtain access to features that are not normally available at the station. The code shall also be used to identify users making long distance calls from different stations within the system. This shall be accomplished through the station message detail recording facility. Any of the digits 0 through 9 shall be used in any combination between two to twelve digits in length to form a code.

ANI/DNIS CALL ROUTING:

The system shall have the capability to capture Automatic Number Identification (ANI) and/or dialled Number Identification information and route calls to specific destinations based upon that information.

PROVISION FOR 911/E911 SERVICE:

The system must successfully and accurately pass extension number and location details.

ANALOG PHONES AND DEVICES:

The system must be able to support analog devices and services such as:

- Phones
- Fax machines
- Paging
- Franking Machine

MAINTENANCE ALARMS:

The system should define an alarm, as an event that takes place when an anomaly is detected and corrective action is required.

If an alarm is detected, the system must be able to send a message to multiple designated digital sets.

CALLER ID HISTORY:

The system should provide easy access for the individual users to access their Caller ID history.

SELECTABLE RING TONES:

Each user should have the ability to choose his/her own ring tone.

SERVICE PROVIDER REQUIREMENTS

The preferred service provider is to be a Bona Fide Communications service provider with a verifiable track record in providing these services.

The preferred service provider is to provide acceptable proof that Server Supply, operation and maintenance are a core business competency and that in the event of a system or parts failure that the service provider is able to provide suitable support and maintenance services.

The successful bidder will be required to enter into a Service Level agreement with the Municipality that will detail minimum service requirements eg: repair turnaround times

SERVICE LEVEL AGREEMENT

The Joe Gqabi Municipality shall require that a Service Level Agreement for ongoing maintenance and support with the preferred bidder. This will detail the rights and obligations of both parties, as well as penalties and remedies for non performance

EVALUATION CRITERIA

Points will be allocated for the Following Criteria	Evidence required	Max Score	Min Score
1. COMPANY EXPERIENCE: Telephony VOIP Projects (Points:			
A Maximum of 10 projects may be listed.			
<p>Projects with a total value of not less than R100 000 per project (10 pts per project).</p> <p>Projects with a total value of less than R100 000 but more than R50 000 (5 points per project)</p>	<p>Supply of VOIP communications solutions(list of projects to be supplied with contactable references)</p> <ul style="list-style-type: none"> • Letter of Appointment or • Order or • Contract and • Reference letter (as per JGDM attached reference form within the tender document, bidder may make additional copies where necessary) 	100	60
2. SKILLS AND EXPERTISE			
<p>Project Leader</p> <p><u>University Degree or Equivalent (25 points)</u></p> <ul style="list-style-type: none"> ○ ICT, ○ Science or ○ Business field <p><u>10 Years experience in the ICT/Networking and VOIP field (20 points)</u></p> <p>(Letters of reference from employer detailing roles and responsibilities, with specific reference to installation support and maintenance of Networking and VOIP systems)</p> <p>Project Management Certification (5</p>	<p>CV's must be attached and include certified copies of all qualifications. (Certification must not be older than 3 months)</p> <p>Certified Copies of University Certificates (Any One of the below) B Degree (Honours, master's or Doctorate)</p> <ul style="list-style-type: none"> ○ Information Technology eg (Bsc IT or B Information Systems) ○ Sciences (B Sc) ○ Engineering (B Eng) ○ Business (B Comm) 	50	25

points)			
<u>Project Implementation and Support Personnel(5 points)</u> 10 Years experience in the ICT networking and VOIP field (Letter of reference from employer detailing roles and responsibilities, with specific reference to installation support and maintenance of Wireless Connectivity systems) (10 points)	Diploma's Achieved CV's must be attached and include certified copies of all qualifications. Copy of Any Diploma's Achieved <ul style="list-style-type: none"> • National Diploma in Information Technology or equivalent • National Diploma in Telecommunications or equivalent • Diploma in Project Management Copies of Short Course Certification <ul style="list-style-type: none"> • Copies of Certificates detailing subjects completed and certified. Project Management <ul style="list-style-type: none"> - Reference to this subject should it have formed part of any of the formal qualifications obtained - Copies of certification obtained 	15	10

3. METHODOLOGY					
A detailed Proposal for an Innovative solution for the maximisation of the Municipalities connectivity requirements. Maximum possible number of (35 points) Methodology for the implementation and vision for the project developed and included with the bid detailing the <ul style="list-style-type: none"> • Detail of proposed solution, • New innovative solutions to specifically address the Municipalities communications challenges. • Additional New technology that will enhance the Municipalities communications systems. • Convergence opportunities for communications systems • The leveraging of existing 	Scoring	Points	Comments	35	20
	Comprehensive	35	Methodology is exceptional and the scope of the project is approached in an innovative and efficient way, demonstrating a complete understanding of the required outcomes with reference to new technology / solutions.		
	Good	20	Methodology specifically addresses the project objectives and available solutions.		
	Fair	0	Methodology is generic and not tailored to address the specific project objectives. Does not adequately deal with the critical characteristics of the project		
	Poor	0	Methodology is poor / unlikely to satisfy project objectives. Bidder may have misunderstood certain aspects of the scope of work		

systems in use at the Municipality to improve effective communications.				
Total Points			200	115

Bidders must obtain minimum points of 115 points out of 200 points to qualify for the evaluation of price

The following Criteria will be considered as qualifying conditions of this bid. Documentary evidence to accompany bid for each line item below
Below please note conditions of contract and returnable documents
1 Evidence that The business is Bona Fide supplier of telecommunications solutions with supporting documents confirming ICASA licenses and approvals.
2 Evidence that dedicated support and maintenance technicians are able to attend to faults within 8 hours of the JGDM Barkly East main building
3 Only Authorised Original Equipment will be considered for this contract (letter of commitment by the supplier)
4 Evidence that all suppliers are accredited installation and support partners for the services that are offered on this bid. (Letter from the distributors)
5 All guarantees or warranties offered by the product are to be covered by the supplier. (Letter indicating the guarantees or warranties will be covered)
6 ALL COPIES OF DOCUMENTS ARE TO BE CERTIFIED BY AN APPROVED AUTHORITY

Second stage evaluation – Price MBD 6.1

PRICING AND SPECIFIC GOALS

Price : 80
 Specific Goals: 20

Specific Goals

Maximum points of 20 points will be awarded to Tenderer for the specific goals for the Tenderer; points scored on specific goals will be added to the points scored for price. Bidders are required to submit evidence as requested below to be able to be awarded points. Failure to submit evidence as required will result on bidders not being awarded points.

Specific Goals	Points	Points Claimed (Bidders must claim points)	Evidence required
1.HDI			
1.1 51 % owned by Black	4		Attach copy of Identity

1.2 51 % owned by Women	2		documents of Directors, Central Supplier database form(CSD) and Company Registration Documents.
1.3 51 % owned by Youth	2		
1.4 51 % owned by Disable	2		
2. Locality			
Within the boundaries of the Joe Gqabi District Municipality (JGDM)	10		Attach a proof of company office address (Municipal account not older than 90 days or Municipal Clearance certificate or lease agreement or proof of address and affidavit from village residents only).
Within the boundaries of the Eastern Cape but outside JGDM	5		
Outside of the boundaries of the Eastern Cape	0		

NB: Failure to submit evidence as required will result on bidders not being awarded points.

The bid will be awarded to the responsive bidder that has scored the highest final total points, notwithstanding the Joe Gqabi District Municipality's right not to accept any bid.

GENERAL CONDITIONS

General conditions of the contract will apply in this bid.

COMPULSORY BRIEFING SESSION

A compulsory briefing session meeting will be held on 13th of December 2023 in Barkly East, starting at 11h00 a.m.

DURATION

3 years from appointment

VALIDITY OF THE BID

90 days validity period

RECEIPT, CLOSING DATE AND OPENING OF THE BID PROPOSALS

Completed tender documents must be placed in a sealed envelope clearly marked "Procurement of an Integrated VOIP Telephone System-JGDM2023/24010. These must be deposited in the Tender Box of Joe Gqabi District Municipality, situated outside the front entrance of Main Offices Building, at Corner of Cole and Graham Streets, Barkly East not later than 12H00 on the 2nd of February 2024.

COSTING OF SERVICES

SERVICE PROVIDED	DESCRIPTION OF SERVICE	VAT Exclusive Cost	VAT	VAT Inclusive Cost
Once Off Costs				
Capital Costs of equipment	Any once off capital costs payable for the installation			
Disbursements	Operational cost directly related to the installation			
TOTAL DIRECT INSTALLATION COSTS				
MONTHLY FIXED COSTS				
Monthly Fixed Cost	Monthly bandwidth cost for all sites listed in the Bid and not covered by the Municipalities Connectivity solution			
	PABX direct costs associated with this device			
	Cost of handsets			
	Cost of Switchboard			
	Details of any other fixed monthly cost /Network HEALTH monitoring etc			
Add Cost1	(Please Detail)			
Add Cost2	(Please Detail)			
TOTAL MONTHLY FIXED COSTS PER UNIT				
MONTHLY VARIABLE COSTS				
Operational costs	Call cost per unit (Please specify the unit metered)			
What is the unit metered	Cell Phone Call cost per unit (Please specify the unit metered)			
	Cost of internal Calls – within the municipal network (Please specify the unit metered)			
	Other call cost per unit (Please specify the unit metered)			
	Any other variable monthly cost – List (Please specify the unit metered)			

		TOTAL MONTHLY VARIABLE COSTS PER UNIT		
Support and Maintenance	Any costs relating to support Call Outs			
	Consulting (Cost per unit)			
	Online consulting (Cost per unit)			
	Travel and disbursements (Cost per unit)			
		TOTAL COSTS PER 1 HOUR OF WORK		
SERVER HOSTING				
Hosting Environment	Hosting environment for devices as below – Server room specifications as per National Treasury			
Dedicated Cabinet	Cost of a dedicated cabinet for Joe Gqabi’s devices including internet connectivity			
Hosting of Application Server/PABX/Backup Devices	Cost per 2U Server rack space in a hosting environment (Server Room Compliant to JGDM Requirements). Must include all costs including network connections.			
Bandwidth Costs	Cost of Bandwidth per Gb per Month for servers hosted in the environment			
Unlimited bandwidth costs	Cost for an unlimited bandwidth package for all devices connected in the environment			
Firewall Costs	Cost for each device accessible to the internet through the firewall device			
Configuration Costs	Cost of consulting With Regard To Firewall updates and amendments (per Hour charge or ad hoc specify)			
		TOTAL MONTHLY FIXED COSTS PER HOSTED UNIT		

SUPPLY CHAIN MANAGEMENT POLICY PREREQUISITES

The Joe Gqabi District Municipality [JGDM] has identified a general set of prerequisites for procurement. Bids will not be considered should the prerequisites not be met.

1.1 GENERAL PREREQUISITES

Introduction

This Section covers a general set of prerequisites that have been identified for supply chain management by the JGDM. All Bidders must submit the information requested below. Pro-forma data sheets can be found in the Annexures. Bidders will not be considered should the prerequisites not be met.

Criteria

- a) Proof of company registration and/or any other form of legal standing must be submitted by all bidders and the company composition form must be completed. See **Annexure "E"**.
- b) The Declaration of Interest form must be completed.
- c) The bid document must be completed in all respects in black ink.
- d) Bids must be submitted on original bid documents.
- e) Bid documents must remain intact and no portion may be detached.

Joint Ventures

- f) A joint venture that is awarded a contract with JGDM must be registered as a separate company with the Registrar of Businesses.
- g) The joint venture must be registered with South African Revenue Services.
- h) A separate bank account must be in place for the joint venture.

Clauses (f) and (h) will only be applicable after the awarding of the contract to the successful bidder.

JOE GQABI DISTRICT MUNICIPALITY

REFERENCE FORM OF BIDDER

ASSESSMENT OF BIDDERS PERFORMANCE BY INDEPENDENT REFERENCE

(This must be sent by the bidder to the references listed in the Experience of Tenderer schedule. All assessment forms must be attached to the tender submission.)

Name of Bidder	
Contract /Tender Number (If Applicable)	
Value of Contract	R
Date of commencement	
Contract Duration	
Contract Completion Date	

YOUR ASSESSMENT OF THE SERVICE PROVIDER'S PERFORMANCE IN THE FOLLOWING AREA	1	2	3	4	5
Please tick one of the blocks on the right hand side, 1=Poor, 5=Excellent					
Turn-around times					
Quality of feedback					
Accessibility and availability					
Reliability					
Customer satisfaction					
1=Poor; 2=Unsatisfactory; 3= Average; 4=Good; 5=Excellent					

COMMENTS

Name of person Completing this assessment form	
Designation (Only Director or relevant representative may sign this form)	
Representing Firm	
Telephone number	

Email Address	
Date of Assessment	

OFFICIAL COMPANY STAMP AND SIGNATURE OF OFFICIAL RESPONSIBLE FOR COMPLETING ASSESSMENT FORM	CLIENT'S COMPANY STAMP
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GENERAL CONDITIONS OF BID

1. INTERPRETATION

The word "Bidder" in these conditions shall mean and include any firm of Contractors or any company or body incorporated or unincorporated.

The word "Municipality" in these conditions shall mean the Joe Gqabi District Municipality.

2. EXTENT OF BID

This contract is for "**SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, AND SUPPORT OF AN INTEGRATED VOICE OVER INTERNET PROTOCOL TELEPHONE SYSTEM FOR A PERIOD OF THREE YEARS: JGDM2023/24-010**".

3. CONTRACT TO BE BINDING

The formal acceptance of this Bid by the Municipality will constitute a contract binding on both parties, and the Municipality may require sureties to its satisfaction from the contractor, for the due fulfilment of this contract.

4. MODE OF BID

All Bids shall be completed and signed: All forms, annexures, addendums and specifications shall be signed and returned with the Bid document as a whole. **The lowest or any Bid will not necessarily be accepted.**

5. QUALITY

Should the specifications and / or descriptions not address any aspects of quality as specified, this should be clarified with the Municipality prior to the submission of a Bid.

6. INSURANCE CLAIMS, ETC.

The Council and Municipality shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The contractor shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfillment of this contract and shall indemnify the Council and the Municipality against all risks or claims which may arise.

It will be required from the successful Bidder to submit proof of insurance or any other valid form of indemnification to Council for scrutiny. Failure to do so within 14 (fourteen) days of acceptance of this Bid will be deemed to be a material breach of this contract and will render the contract null and void.

7. **SIGNING OF DOCUMENTS**

Bidders are required to return the complete set of documents duly signed.

8. **PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE**

All Bids must remain valid for a period of ninety (90) days from the closing date as stipulated in the Bid document.

8.1 **PENALTY PROVISION**

Should the successful Bidder (s):

- [a] Withdraw the Bid during the afore-mentioned period of validity; or
- [b] Advise the Municipality of his / her / their inability to fulfil the contract; or
- [c] Fail or refuse to fulfill the contract; or
- [d] Fail or refuse to sign the agreement or provide any surety if required to do so;

Then, the Bidder will be held responsible for and is obligated to pay to the Municipality:

- [a] All expenses incurred by the Municipality to advertise for or invite and deliberate upon new Bids, should this be necessary.
- [b] The difference between the original accepted Bid price (inclusive of escalation) and:
 - [i] A less favourable (for the Municipality) Bid price (inclusive of escalation) accepted as an alternative by the Municipality from the Bids originally submitted; or
 - [ii] A new Bid price (inclusive of escalation).

9. **VALUE ADDED TAX**

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

VAT must be included in the Bid price, but must be shown separately (this applies only to VAT vendors).

10. **PRICE ESCALATION**

In line with consumer price index (CPI%) percentage from month 13 and 25 after appointment.

11. **AUTHORITY TO SIGN BID DOCUMENTS**

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Municipality at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity.

12. **DURATION OF THE CONTRACT**

Three years from appointment.

13. **DELIVERY PERIODS**

In line with terms of reference.

14. **CLOSING DATE / SUBMITTING OF BIDS**

Completed bid documents must be placed in a sealed envelope clearly marked “**SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, AND SUPPORT OF AN INTEGRATED VOICE OVER INTERNET PROTOCOL TELEPHONE SYSTEM FOR A PERIOD OF THREE YEARS: JGDM2023/24-010**”. These must be deposited in the Tender Box of Joe Gqabi District Municipality, situated outside the front entrance of Main Offices Building, at Corner of Cole and Graham Streets, Barkly East not later than **12h00 (noon) on Friday, 02 February 2024**.

N.B. Bids which are not deposited in the relevant bid box on or before the closing date and time will not be considered. Faxed or e-mailed bids will not be considered.

15. **BID ENQUIRIES**

Technical related enquiries should be directed to Mr. L Gush (ICT Manager) by e-mail to llewellyn@jgdm.gov.za / professor@jgdm.gov.za during normal office hours. (Between 08H00 to 16H00, Monday to Friday) – Tel: 045 979 3070

Evaluation criteria related enquiries should be directed to Mr TS Sindaphi (Technical Coordinator Demand) at Joe Gqabi District Municipality by email to: thandos@jgdm.gov.za during normal office hours. (Between 08H00 to 16H00, Monday to Friday – Tel: 045 979 3121

GENERAL CONDITIONS OF CONTRACT

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GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 “**Closing time**” means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 “**Contract**” means the written agreement entered into between the purchaser and the provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 “**Contract price**” means the price payable to the provider under the contract for the full and proper performance of his contractual obligations.
- 1.4 “**Corrupt practice**” means the offering, giving, receiving, or soliciting of any thing of the value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 “**Countervailing duties**” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 “**Country of origin**” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 “**Day**” means calendar day.
- 1.8 “**Delivery**” means delivery in compliance of the conditions of the contract or order.
- 1.9 “**Delivery ex stock**” means immediate delivery directly from stock actually on hand.
- 1.10 “**Delivery into consignees store or to his site**” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 “**Dumping**” occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 “**Force majeure**” means an event beyond the control of the provider and not involving the provider’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 “**Fraudulent practice**” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “**GCC**” means the General Conditions of Contract.
- 1.15 “**Goods**” means all of the equipment, machinery, and/or other materials that the provider is required to supply to the purchaser under the contract.
- 1.16 “**Imported content**” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where

the supplies covered by the bid will be manufactured.

- 1.17 **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.21 **“Purchaser”** means the organization purchasing the goods.
- 1.22 **“Republic”** means the Republic of South Africa.
- 1.23 **“SCC”** means the Special Conditions of Contract.
- 1.24 **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.
- 1.25 **“Written”** or **“in writing”** means hand-written in ink or any form of electronic or mechanical writing.

2. **Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. **General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and in the institution's website.

4. **Standards**

- 4.1 **The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.**

5. **Use of contract documents and information; inspection**

- 1. **The provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract.**

Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

2. The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.
4. The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.

1. When a provider developed documentation/projects for the municipality or municipal entity, the intellectual, copy and patent rights or ownership or such documents or projects will vest in the municipality or municipal entity.

7. Performance Security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the provider's failure to complete his obligations under the contract.

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

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

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

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clause 8.2 & 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packaging

- 9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packaging, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- .1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the provider in accordance with the terms specified in the contract.

11. Insurance

- .1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

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

13. Incidental services

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

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

14. Spare parts

- .1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:
 - (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1 The provider warrants that the goods supplied under the contract are new, unused, of the most recent or current models and that, they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The provider further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for thirty six (36) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the provider under this contract shall be specified
- 16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of a valid tax invoice or claim by the provider.
- 16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices

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

18. Increase/decrease of quantities

- 18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Contract amendments

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

20. Assignment

20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

21. Subcontracts

21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.

22. Delays in the provider's performance

22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.

22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

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

22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the provider.

23. Penalties

23.1 Subject to GCC Clause 25, if the provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed good or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

24. Termination for Default

- 24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:
- (a) if the provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the provider fails to perform any other obligation(s) under the contract; or
 - (c) if the provider, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

- 24.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

25. Anti-Dumping and Counter-Vailing Duties and Rights

- 25.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

26. Force Majeure

- 26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

27. Termination for Insolvency

- 27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

28. Settlement of Disputes

- 28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 28.4 Notwithstanding any reference to mediation and / or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

29. Limitation of Liability

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

30. Governing Language

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

31. Applicable Law

- 31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

32. Notices

- 32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 32.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be

reckoned from the date of posting of such notice.

33. Taxes and Duties

- 33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.
- 33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

34. Transfer of Contracts

- 34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.

35. Amendment of Contracts

- 35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE JOE GQABI DISTRICT MUNICIPALITY

BID NUMBER:	JGDM 2023/24-010	CLOSING DATE:	02/02/2024	CLOSING TIME:	12:00 (NOON)
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DESCRIPTION	SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, AND SUPPORT OF AN INTEGRATED VOICE OVER INTERNET PROTOCOL TELEPHONE SYSTEM FOR A PERIOD OF THREE YEARS: JGDM2023/24-010
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

JOE GQABI DISTRICT MUNICIPALITY

CORNER OF COLE AND GRAHAM STREET

BARKLY EAST

9786

SUPPLIER INFORMATION

NAME OF BIDDER	
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POSTAL ADDRESS	
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STREET ADDRESS	
----------------	--

TELEPHONE NUMBER	CODE	NUMBER
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CELLPHONE NUMBER	
------------------	--

FACSIMILE NUMBER	CODE	NUMBER
------------------	------	--------

E-MAIL ADDRESS	
----------------	--

VAT REGISTRATION NUMBER	
-------------------------	--

TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
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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
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[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]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	FINANCE (SCM)	CONTACT PERSON	Llewellyn Gush
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CONTACT PERSON	THANDO SINDAPHI	TELEPHONE NUMBER	045 979 3070
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TELEPHONE NUMBER	045 979 3121	FACSIMILE NUMBER	N/A
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FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	llewellyn@jgdm.gov.za
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E-MAIL ADDRESS	thandos@jgdm.gov.za	professor@jgdm.gov.za
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**PART B
TERMS AND CONDITIONS FOR BIDDING**

(MBD1)

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. 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, 2017, 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:

DECLARATION OF INTEREST

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

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

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

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

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

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

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

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

3.9.1 If yes, furnish particulars.....

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

3.10.1 If yes, furnish particulars.

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

3.11.1 If yes, furnish particulars

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

3.12.1 If yes, furnish particulars.

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

3.13.1 If yes, furnish particulars.

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

3.14.1 If yes, furnish particulars:

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

- 1 Are you by law required to prepare annual financial statements for auditing?
 - 1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years. ***YES / NO**

- 2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? ***YES / NO**
 - 2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days. ***YES / NO**
 - 2.2 If yes, provide particulars.

- 3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? ***YES / NO**
 - 3.1 If yes, furnish particulars

- 2. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? ***YES / NO**
 - 4.1 If yes, furnish particulars

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI				
51% owned by Black		4		
51% owned by Women		2		
51% owned by Youth		2		
51% owned by Disable		2		
LOCALITY				
Within the boundaries of the Joe Gqabi District Municipality (JGDM)		10		
Within the boundaries of the Eastern Cape but outside JGDM boundaries		5		
Outside of the boundaries of the Eastern Cape		0		
TOTAL POINTS		20		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

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 of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <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)? The Register The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <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 Does Is 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

ANNEXURE C

COMPANY DETAILS

The following company details schedule must be completed to ensure that the prerequisite requirements to bidding are met.

Registered Company Name:

.....

Company Registration Number:

VAT Number:

Bank Name and Branch:

Bank Account Number:

Professional Registration Details:

.....

.....

.....

.....

Professional Indemnity Details:

.....

.....

ANNEXURE D

JOINT VENTURE DISCLOSURE FORM

GENERAL

- i) All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be used and attached to the original documents.
- ii) A copy of the joint venture agreement must be attached to this form, in order to demonstrate the Affirmable, Joint Venture Partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:
 - a) the contributions of capital and equipment
 - b) work items to be performed by the Affirmable Joint Venture Partner's own forces
 - c) work items to be performed under the supervision of the Affirmable Joint Venture Partner.
- iii) Copies of all written agreements between partners concerning the contract must be attached to this form including those, which relate to ownership options and to restrictions/limits regarding ownership and control.
- iv) ABE partners must complete ABE Declaration Affidavits.
- v) The joint venture must be formalised. All pages of the joint venture agreement must be signed by all the parties concerned. A letter/ notice of intention to formalise a joint venture once the contract has been awarded will not be considered.
- vi) Should any of the above not be complied with, the joint venture will be deemed null and void and will be considered non-responsive.
- vii) A joint venture that is awarded a contract with JGDM must be registered as a separate company with the Registrar of Businesses.
- viii) The joint venture must be registered with South African Revenue Services.
- ix) A separate bank account must be in place for the joint venture.

1. JOINT VENTURE PARTICULARS

- a) Name:
- b) Postal address:
.....
.....
.....
- c) Physical address:
.....
.....
- d) Telephone:.....
- e) Fax:

2. IDENTITY OF EACH NON-AFFIRMABLE JOINT VENTURE PARTNER

2.1(a) Name of Firm:
Postal Address:
Physical Address:
Telephone:
Fax:

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....
2.2(a) Name of Firm:
Postal Address:
Physical Address:
Telephone:
Fax:

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....
(Continue as required for further non-Affirmable Joint Venture Partners)

3. IDENTITY OF EACH AFFIRMABLE JOINT VENTURE PARTNER

3.1(a) Name of Firm:
Postal Address:
Physical Address:
Telephone:
Fax:

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....
3.2 (a) Name of Firm:
Postal Address:
Physical Address:
Telephone:
Fax:

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....
3.3(a) Name of Firm:
Postal Address:
Physical Address:
Telephone:
Fax:

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

1. BRIEF DESCRIPTION OF THE ROLES OF THE AFFIRMABLE JOINT VENTURE PARTNERS IN THE JOINT VENTURE

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

5. OWNERSHIP OF THE JOINT VENTURE

- A) **AFFIRMABLE JOINT VENTURE PARTNER OWNERSHIP PERCENTAGE(S)%**
- b) **Non-Affirmable Joint Venture Partner ownership percentage(s)%**
- c) Affirmable Joint Venture Partner percentages in respect of: *
 - (i) Profit and loss sharing
 - (ii) Initial capital contribution in Rands

(*Brief descriptions and further particulars should be provided to clarify percentages).

- (iii) Anticipated on-going capital contributions in Rands
-
.....
.....

- (iv) Contributions of equipment (specify types, quality, and quantities of equipment) to be provided by each partner.

.....

6. RECENT CONTRACTS EXECUTED BY PARTNERS IN THEIR OWN RIGHT AS PRIME CONTRACTORS OR AS PARTNERS IN OTHER JOINT VENTURES

	NON-AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

	AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

7. CONTROL AND PARTICIPATION IN THE JOINT VENTURE

(Identify by name and firm those individuals who are, or will be, responsible for, and have authority to engage in the relevant management functions and policy and decision making, indicating any limitations in their authority e.g. co-signature requirements and Rand limits).

(a) Joint Venture cheque signing

.....

(b) Authority to enter into contracts on behalf of the Joint Venture

.....

(c) Signing, co-signing and/or collateralising of loans

.....

(d) Acquisition of lines of credit

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

(e) Acquisition of performance bonds

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

(f) Negotiating and signing labour agreements

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

8. MANAGEMENT OF CONTRACT PERFORMANCE

(Fill in the name and firm of the responsible person).

(a) Supervision of field operations

.....

(b) Major purchasing

.....
(c) Estimating

.....

(d) Technical management

.....

9. MANAGEMENT AND CONTROL OF JOINT VENTURE

(a) Identify the "managing partner", if any,

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

(b) What authority does each partner have to commit or obligate the other to financial institutions, insurance companies, suppliers, subcontractors and/or other parties participating in the execution of the contemplated works?

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

(ii) Number currently employed by the Joint Venture

.....

(c) Number of operative personnel who are not currently in the employ of the respective partner and will be engaged on the project by the Joint Venture

.....

(d) Name of individual(s) who will be responsible for hiring Joint Venture employees

.....

.....

(e) Name of partner who will be responsible for the preparation of Joint Venture payrolls

.....

.....

11. CONTROL AND STRUCTURE OF THE JOINT VENTURE

Briefly describe the manner in which the Joint Venture is structured and controlled.

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

The undersigned warrants that he/she is duly authorized to sign this Joint Venture Disclosure Form and affirms that the foregoing statements are true and correct and include all material information necessary to identify and explain the terms and operations of the Joint Venture and the intended participation of each partner in the undertaking.

The undersigned further covenants and agrees to provide the Employer with complete and accurate information regarding actual Joint Venture work and the payment therefore, and any proposed changes in any provisions of the Joint Venture agreement, and to permit the audit and examination of the books, records and files of the Joint Venture, or those of each partner relevant to the Joint Venture, by duly authorized representatives of the Employer.

Signature:

Duly authorized to sign on behalf of:

Name:

Address:

Telephone:

Date:

Signature:

Duly authorized to sign on behalf of:

Name:

Address:

Telephone:

Date:

Signature:

Duly authorized to sign on behalf of:

Name:

Address:

Telephone:

Date:

Signature:

Duly authorized to sign on behalf of:

Name:

Address:

Telephone:

Date:

(Continue as necessary)

ANNEXURE E

COMPANY COMPOSITION

GENERAL

All information must be filled in spaces provided. If additional space is required, additional sheets may be attached. The onus is on the bidder to fill in all the information. Failure to do so will result in points being lost under equity. The full company composition is required including HDI and Non-HDI status. The ownership must accumulate to 100%.

NAME	IDENTITY NUMBER	CITIZENSHIP	HISTORICALLY DISADVANTAGED INDIVIDUALS STATUS (Y/N)	DISABILITY	FEMALE	DATE OF OWNERSHIP	%OWNED	TOTALING %

ANNEXURE F

BID CHECK LIST

All JGDM Individuals bid documents will have the typical bid check list as an attachment. This list is to assist all bidders to submit complete bids.

Bidders are to check the following points before the submission of their bid,

Please mark with X (Yes/No)	YES	NO
1. All pages of the bid document have been read by the bidder		
2. Declarations pages completed and signed		
2. All pages requiring information have been completed in black ink.		
3. The Schedule of Quantities has been checked for arithmetic correctness.		
4. Totals from each sub section of the Schedule of Quantities have been carried forward to the summary page (if applicable)		
5. The total from the summary page has been carried forward to the Bid Form (MBD 1)		
6. Surety details have been included in the bid (If Applicable)		
7. All sections requiring information have been completed.		
8.SARS pin and Tax Reference number declared by bidder (page1 of the bid document)		
9. National Treasury's Central Supplier Database (CSD) number declared by bidder (page1 of the bid document).		
10. Bidder attached any of the following:		
a)Municipal Account (for local and district municipality)or		
b)Municipal Clearance Certificate or		
c)Lease agreement or (if the tenant is responsible for rates and services account must be attached)		
d)Proof of address and affidavit from village residents only		
Failure to submit any of the above mentioned will results in the bid being deemed non-responsive.		
11.The bid document is submitted before 12h00 on the due date at the designated bid box of the JGDM		

DECLARATION BY BIDDERS

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this quotation form and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our quotation and that I / we elect domicillium citandi et executandi in the Republic at:

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our quotation: that the price quoted cover all the work items specification in the quotation documents and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

SIGNATURE	NAME (PRINT)	
CAPACITY	DATE	
NAME OF FIRM		
WITNESS 1	WITNESS 2	