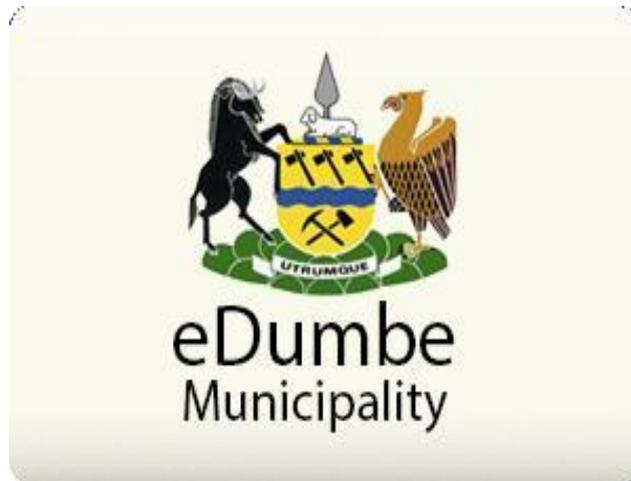


BID DOCUMENT

TENDER NO. EDUMT10/2025/26

TENDER DESCRIPTION: ELECTRICITY VENDING SERVICES: 36 MONTHS
CONTRACT

03 MARCH 2025
PREPARED FOR AND BY:



NAME OF BIDDER :

CSD SUPPLIER NO :

COMMISSION PERCENTAGE) :

.....

TEL NUMBER :

FAX NUMBER :

EDUMBE MUNICIPALITY**BID DOCUMENT****TENDER NO: EDUMT10/2025/26****PROJECT DESCRIPTION: ELECTRICITY VENDING SERVICES: 36 MONTH CONTRACT****INVITATION TO BID**

Tenders are hereby invited from Service Providers with relevant experience and compliance documents to bid for the following.

Bid No	Description	Non-Refundable Bid fee	Closing Date
EDUMT10/2025/26	ELECTRICITY VENDING SERVICES : 36 MONTH CONTRACT	R976.21	03 March 2026

Bid documents will be available from Thursday, **05 February 2026** for download on www.etenders.gov.za and the municipal website www.edumbe.gov.za, service providers may collect tender documents with prior notice at office 20, 10 Hoog Street, Paulpietersburg, 3180

BANKING DETAILS: First National bank, Account number 53280005944, Branch: Paulpietersburg

MANDATORY RETURNABLES:

- Proof of purchase of tender document
- Valid tax pin certificate (original) valid as at date of tender closing
- Company / CC / Trust / Partnership / Registration Certificates and Certified copies of identity Document of Directors / Owners / Members / Shareholders
- CSD proof of registration
- Fully completed MBD 1, 4, 6.1, 8 & 9
- Municipal rates statement not older than 3 months at closing date for the business and all directors. Lease agreements where applicable or proof of address where businesses/directors reside in rural areas
- Proof of singing authority
- Workman's Compensation registration certificate (COIDA)
Valid CIDB Registration certificate

COMPULSORY BRIEFING:

No compulsory briefing session will be conducted. Any questions will be addressed through enquires with relevant officials.

EVALUATION CRITERIA

Proposals will be evaluated and adjudicated in terms of PPPFA Regulations, 2022. Only bids deemed responsive for administrative compliance will qualify for the first stage of evaluation which is functionality. The functionality

criteria will be supplied with Terms of Reference and will be applied to Technical Proposal. Only bidders who score the required minimum threshold of **70 points** on functionality criteria will be eligible for second stage evaluations in terms of the 80/20 preference points claim in terms of the Preferential Procurement Regulations 2022, where 80 is for price and 20 is for RDP goals as indicated below:

Item	Description	Maximum Points	Points	Returnable's'
1.	Local economic development	20		Statement of Municipal Services Account, not older than 3 months or lease agreement, proof of residence where business is located in rural area
	Within KwaZulu-Natal Province		20	
	Outside KwaZulu-Natal Province		15	
	Total		20	

VALIDITY: All Bids will remain valid for 90 days.

Completed bids with technical proposals in sealed envelopes, clearly marked with the relevant bid number and description, should be deposited in the bid box situated at the offices of the **EDumbe Municipality, 10 Hoog Street, Paulpietersburg, on or before Tuesday, 03 March 2026** where bids will be opened in public.

NB: Bidders should ensure that bids are delivered in time to the correct address. Late bids will not be accepted. EDumbe Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept any bid as a whole.

Technical enquiries to: ntulia@edumbe.gov.za.

Administrative queries can be directed to the SCM Unit to nkambulep@edumbe.gov.za.

VB MBATHA
ACTING MUNICIPAL MANAGER



TENDER NO: EDUMT10/2025/26

PROJECT DESCRIPTION: ELECTRICITY VENDING SERVICES: 36 MONTH CONTRACT

TENDER RETURNABLES

Bidders are required to submit the below returnable documents as part of the administrative evaluation requirements. Failure to submit any of these compulsory returnable's will render the bid unresponsive. A company profile as part of the tender returnable's that records evidence of previous work which substantiate their ability to undertake specific tasks.

The Company Profile must include the following items as tender returnable's:

- Company Registration Documents
- Ceritified copies of ID for all directors.
- Valid Tax Certificate with SARS pin code
- Original certified copy of Identity Document for Directors not older than 3 months.
- Statement of Municipal Rates not older than 3 months, proof of residence for those living in rural areas or Lease Agreements for the business and that of its directors.
- Completed and fully signed MBD1, MBD4, MBD 6.1, MBD 8 and MBD9 forms (on tender document)
- Letter of Good Standing (COIDA)
- Proof of registration on CSD
- Proof of payment for the bid.

- All attachments as required and indicated on the functionality pages.

Please note that all copies must be certified not longer than three months prior to the date of tender closing. Copies of certified documents will not be accepted.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

EDUMBE MUNICIPALITY



TERMS OF REFERENCE

PROJECT DESCRIPTION: ELECTRICITY VENDING SERVICES: 36 MONTH CONTRACT

Terms of reference for the provision of Prepaid Vending Management System Services for 36 months

Purpose of this project is to appoint a service provider for the provision of the supply, Installation, Management and Maintenance of an Online Prepayment Electricity Vending System.

➤ **BACKGROUND**

The municipality is therefore looking for a service provider that will assist in supplying, installing, supporting and maintaining an electricity prepayment vending system as it is an integral part of the municipality.

➤ **LEGISLATIVE REQUIREMENTS**

Municipal Finance Management Act 56 of 2003.

➤ **CURRENT SYSTEM CONFIGURATION**

The current system is utilised to vend electricity and issue free electricity tokens to registered Indigent debtors. The current system also includes an integrated AMI Head End System for 2 way communication to the current installed meter base.

➤ **OBJECTIVE OF THE TENDER**

The objective of this tender is to invite bidders to supply a SMART Prepayment Electricity Meter Vending System that is Standard Transfer Specification (STS) Edition 2 compliant and an Advanced Metering Infrastructure/ Automated Meter Reading (AMI/AMR) Head End System to serve the approximately 1000 existing smart meters (but not limited to) at the Municipal area.

The contract includes the supply, installation, commissioning as well as support and maintenance of all hardware and software to meet the SMART STS Solution requirements; as well as Electricity

Prepayment Data Management and Revenue Protection Service and Revenue Management, to ensure that it is operating efficiently in all areas right across the Municipality.

Scope and extent of work

A successful service provider needs to perform the following services:

➤ **SCOPE OF TENDER**

The Municipality is seeking to partner with a service provider for the following services:

PRIMARY SERVICES:

1. Supply, installation, and commissioning of a Cloud Smart STS prepayment system that is STS Edition 2 Certified;
2. Supply of all prepayment high quality communication links;
3. Support and maintenance of all software and hardware to meet the new vending requirements;
4. Provide functionality for internet, cellular phone, bank ATMs, as well as third party vending;
5. Integrate into the current Billing system for arrears payments and account payment for prepaid and post-paid consumers.
6. Integration into existing Head End System for Remote token routing, meter diagnostics and maintenance of existing and future meter support.
7. A complete TID Rollover implementation plan detailing multiple methods of token distribution to be used to facilitate process.

SECONDARY SERVICES:

1. To provide Prepayment Electricity Data Management related to the Revenue Management Function in order to ensure that customer and meter information in the system is correct and up to date;
2. Distribute FBE Tokens to indigent consumers without the need to visit a vending station;
3. Prepayment Electricity Meter Data Management such as (but not limited to) meter information, tariff information, faulty meters, meter changes, statistics, financial information, blocked meters, debtor data information, synchronization of data between the financial and vending system, historical information;
4. To provide a Revenue Protection Functionality to indicate tampered meters and irregular transactions;
5. To supply a detailed hard and soft copy Operations and Maintenance Manual for each of the supplied goods/ products;
6. To successfully migrate the data from the existing prepayment system to the new system;

7. The system must comply with all legislative and audit requirements;
8. The system must generate standard reports with filtering ability, as well as ad-hoc reports that are requested from time to time
9. To provide training and transfer of skills to all relevant officials;
10. The Solution must integrate to the Billing system for mSCOA compliance.

NB: The primary and secondary services are compulsory and should the tender proposal not meet the above requirements, the tenderer will be disqualified.

TENDER SPECIFICATIONS

The online and real-time prepayment electricity vending system to operate in a highly redundant and secure, centralised server environment.

Software and Hardware requirements

Compliance and Certifications

- a) Fully Compliant with IEC62055-41 (STS) Edition 2 specifications and all relevant STS guidelines, with relevant certificate to be supplied as proof.
- b) The Supplier needs to comply with National Rationalised Specification - NRSO47 and NRS009 specifications.

1. Vending

The system must perform vending through:

- Point of sale terminals;
- Internet;
- Cellular phone Banking and
- ATM machines

The steps of vending shall be:

- 1.1 On receipt of the vend request the system shall have a provision to ascertain the identity of the consumer;
- 1.2 The keys to identify the consumer shall be the meter serial number;
- 1.3 The vend terminal shall send the request to a central database server that shall authenticate the transaction request and generate an encrypted code;
- 1.4 In order to provide maximum security to the system, the encryption shall not be done on the vending terminal but only on the central database server;
- 1.5 On receipt of each request the vend terminal shall connect to the central database server in order for the encrypted vending code to be generated;
- 1.6 The generated vending code shall be printed by the officially supplied hardware, and/or digitally displayed as in the case of internet or cellular phone vending;
- 1.7 Token layout will comply with the Municipality's specification;

- 1.8 Tokens will be legible for at least one month from date of purchase;
- 1.9 The monetary value per token can be limited per the municipality's requirements e.g. minimum and maximum value, per consumer etc;
- 1.10 The Municipality must have the option to limit the customer total monthly purchases per customer.
- 1.11 All payment types are recorded as returned by the vending terminal or third party aggregator;
- 1.12 The amount tendered must first be allocated to clear the debtor's arrear balance if applicable, and then to allow for immediate purchasing of prepayment electricity;
- 1.13 The consumer can pay the municipal debtor account at any terminal which will be transferred to the municipality's financial system, in a format as prescribed by the municipality;
- 1.14 The system functionality must include reprints of tokens when required;
- 1.15 The system is capable of performing vending functions simultaneously across all terminals and multiple types of vend can be combined one receipt at each terminal e.g. account payment, EBSST and electricity token;
- 1.16 Cancellations are not allowed at the terminals;
- 1.17 Inclining block tariffs are supported per NERSA requirements;
- 1.18 The municipality's image will be positively reflected by the service provider's staff, collectors and aggregators per a code of conduct.
- 1.19 The system must support the TID rollover process and must be STS Edition 2 Compliant.
- 1.20 Tokens must be played remotely to meters on purchase should consumers wish to enable this feature.

2. AMI/AMR STSTEM Integration Requirements

- 2.1 Collection of data from existing and new meters
- 2.2 Remotely send data and tokens to meters
- 2.3 Perform load balancing
- 2.4 Generate profiling reports
- 2.5 Perform demand side management
- 2.6 On demand meter profiling
- 2.7 Prepaid and post-paid meter switching capability.
- 2.8 Remote Meter disconnects and reconnects.
- 2.9 Event and alert notifications such as meter tamper conditions.
- 2.10 API for post-paid billing to billing system integration.

3. Account Payments

- 3.1 The consumer should be able to make bill payments at any point of sale. This is in line with the municipality's goal of increasing accessibility to municipal services and debt reduction;
- 3.2 The consumer does not have to be registered to a meter to make a payment.

4. General

- 4.1 The system must integrate with the municipality's financial and other systems such as, Debt Management System.
- 4.2 The system must support STS Edition 2 and provide a mechanism for a phased rollout of key-change tokens to support the base date change over for management of the TID rollover process. This must include automated TID rollover per region, zone, tariff, and individual accounts at the minimum.
- 4.3 The system must cater for multiple base date functionality in the security module.
- 4.4 The system must support an import mechanism for loading of the new key-load file specification as contained in STS600-4-2.

The service provider must provide the minimum number of vending terminals as required with the following functionality, but not limited to:

- Integrated Modem;
- Integrated Printer;
- Integrated LAN Port;
- Integrated Display Screen.

5. Management Centre

The successful bidder to provide personnel that shall be a part of the vending system process. The vending system must have capability to integrate with the financial management system central database and produce the management reports. The successful bidder must manage the administrative data, including settings of system accounts, tariffs, meter and Consumer data.

Various tasks that should be performed for the municipality are outlined below, but not limited to:

- 5.1 Consumer Data Maintenance related to the debtor's profile
- 5.2 Meter Database Management
- 5.3 Uploading of meter database

6. Meter Management

The system shall support at least the following meter states:

- 6.1 Scrapped;
- 6.2 Installed;
- 6.3 Removed;
- 6.4 In Stock

Meter states can be updated and modified as required.

7. Functionality

- 7.1 Link a consumer with a location / meter/Point of Connection;
- 7.2 Meter management processes shall automatically change the modes of operation associated with a meter.

8. Tariff Management

- 8.1 Tariff Management
- 8.2 Tariff structure definition is to be in line with NERSA requirements;
- 8.3 Tariff change administration in line with Auditor General requirements;
- 8.4 Inclining Block Tariff (IBT) to be supported;

9. Debt Management

- 9.1 Transferring arrear information from the financial system into the Prepayment system;
- 9.2 Blocking and unblock meters manually and/or electronically;
- 9.3 Provision of various levels of blocking as prescribed by the Municipality;
- 9.4 Vending once arrears have been cleared
- 9.5 Account Payment

10. Revenue Protection

- 10.1 Irregular transactions indicator/s (nil, low, or abnormally high);
- 10.2 Free-format comments field (notes) (maximum 250 characters)
- 10.3 Remote meter tamper notifications.
- 10.4 Meters not connecting to the system, possible bypass.
- 10.5 The service provider shall perform a sweep audit of all installed meters at least once per year for the duration of the contract.
- 10.6 Alternate audits may be required for meters suspected of tampering based on data and reports from both the vending system and the AMI system.

11. Transaction management

The system shall support the following types of transaction:

- 11.1 Cash vend transaction;
- 11.2 Retained credit transaction;
- 11.3 Refund money transaction;
- 11.4 Purchase blocking facility;
- 11.5 Free basic electricity transaction;
- 11.6 Arrear collection and debtor account payments;
- 11.7 Engineering transactions
- 11.8 Account Payment transaction

12. Message Management

The system shall allow:

- 12.1 Entry of system messages;
- 12.2 Entry of customer specific messages;
- 12.3 Entry of predefined messages;
- 12.4 Ability to send short message service (SMS) or email

13. User Security Management

Security management shall include:

- 13.1 Group rights definition;
- 13.2 Entry of system users and allocation of group rights;
- 13.3 System administrator rights
- 13.4 Customer portal to view transaction history and messages

14. Monitoring

- 14.1 Control of all vending terminal operations;
- 14.2 Control and banking of cash collected through the prepayment system;
- 14.3 Issue of free basic electricity to indigent consumers;
- 14.4 On-line viewing of all vending terminals

15. TID Rollover

- 15.1 As part of the contract the service provider shall be responsible to implement the TID rollover process commencing on commissioning of the new Vending System. The process shall include the supply, implementation and commissioning of the required STS hardware and software as well as the process to effect the base date update on each STS meter.
- 15.2 The base date update on each STS meter shall be undertaken by physically entering the tokens into the meter while auditing the meter installation at the same time.

16. Reports

- 16.1 All reports must have the functionality to export into various formats, such as (but not limited to) excel, csv, txt, etc. The export must be in a one-liner format;
- 16.2 The front-end screen of each report must include filters such as dates, areas, ward numbers, tariffs, debtor types, surnames, ERF numbers, meter numbers, street names, etc. The filters must be clearly defined in terms of data entry;

17. Access Management

The management interface required to operate the proposed solution shall be web-enabled.

18. Customer Service And Technical Support

Bidder to provide technical and customer support services as follows:

- 18.1 Personnel on call and available to visit the site when
- 18.2 Detailed problem logging and escalation process with timelines;
- 18.3 To provide a flow chart - At a minimum, explain the number of severity levels, the criteria used to define problem severity at each level, who is notified at each level, and the time period between each severity level;
- 18.4 To provide a solution that has proactive service features. Bidder to describe any ability to self-diagnose errors and perform automated corrective action;
- 18.5 To describe the Professional Services capability as it pertains to this project. Include services offered, locations provided, and whether insourced or outsourced personnel are used;
- 18.6 To provide the details of the contractual arrangements between the bidder and the various communication networks, such as mobile telephone networks; to ensure that an uninterrupted service is provided.

19. Operation And Maintenance Manuals

The operation and maintenance manuals of software, application and equipment supplied shall be furnished with the detail diagram of the design. The manuals must be available in hard copy and electronic format. A "help" facility must be available to all users of the system.

20. Training & Administration

The successful bidder shall provide training as follows:

Department	Training Requirements
Counter Services and Prepayment	Operational and Administrative
Vendor Training	Operational
Debt Management	Operational and Administrative
Revenue Protection	Operational and Administrative
Electrical Engineering	Administrative and Technical
ICT System Administrator	System Maintenance
ICT Technical Engineers	Hardware Maintenance

The training will be conducted onsite and all trained staff members must be issued with a certificate after completion.

The bidder shall create a Standard Administration and Maintenance Procedure for solution provided.

21. Maintenance And Defects Liability Period

The bidder shall provide regular maintenance services as per the manufacturer's instructions, which shall include but not limited to the following work, during the thirty six (36 months warranty period)

- 21.1 Inspect and repair where necessary;
- 21.2 Adjustment of applications;
- 21.3 Replacement of any defective parts

The successful bidder to ensure service continuity on solution proposed without transaction/data loss.

22. Service Level Agreement

A three (3) year Service Level Agreement (SLA) will govern the working relationship between the Municipality and the successful bidder for the solution provided. The contract (SLA) must be in line with the tender specification.

23. Maintenance Contract

The services to be rendered through this contract will be as follows:

- 23.1 Support and maintenance;
- 23.2 Preventative maintenance;
- 23.3 Remote support;
- 23.4 Onsite support (such as, but not limited to onsite visits, onsite meetings, etc.);
- 23.5 Telephone support;
- 23.6 Upgrade services;
- 23.7 Enhancement services (such as, but not limited to amendments to reports, new reports, etc.);
- 23.8 Consulting service;
- 23.9 Licenses;
- 23.10 Patches updates;

The contract will be managed as follows:

The user department will log the calls to the ICT Department and will escalate the faults to the service provider when needed;

The calls logged will be categorised as follows:

Priority	Fault Severity	Description
1	CRITICAL	Vending System is not functioning — high impact on Business
2	HIGH	Processing can continue — circumvention acceptable in the short term
3	MEDIUM	Processing can continue — acceptable circumvention
4	LOW	No impact on processing
5	ENHANCEMENT	Request for additional functionality

The response and resolution times are expected to be as follows:

Priority	Description	Response	Resolution times
1	CRITICAL	Respond within one (1) working hour	Best effort to resolve within two (2) working hours
2	HIGH	Respond within two (2) working hours.	Best effort to resolve within four (4) working hours
3	MEDIUM	Respond within four (4) working hours.	Best effort to resolve within six (6) working hours
4	LOW	Solution may be implemented in future releases	
5	ENHANCEMENT	Quotation for enhancements and procurements of new equipment must be supplied with milestone dates for additional functionality and both parties will have to agree	

24. Guarantees System Performance

- 24.1 The successful Tenderer shall have the new system commissioned within Two (2) months of the contract being awarded;
- 24.2 The Tenderer shall guarantee the systems' functional performance and any upgrades required to correct any system mal-operation, shall be for the Tenderer's account;
- 24.3 In the event of any latent defect (programming "bug") becoming evident, the Tenderer shall be responsible for the immediate rectification of such defects at their own cost.

25. Tender Documents And Format Of Submission

Bidders are requested to present one copy of the response in ORIGINAL hardcopy. All documents relating to the tender must be in English.

Tender documents and submissions must be properly indexed for ease of reference.

26. Evaluation Criteria

The Bids will be evaluated in three stages, namely:

1. Administrative Compliance
2. Functionality
3. Price and Specific Goals.

Only bidders who are found to be responsive on this stage will be considered for functionality. Only bidders who **score 70%** or more of the points for functionality on stage 2 would be further evaluated on Price and Specific Goals therefore be eligible for the award.

It must be noted that bidders that fail to meet **70%** of the points for functionality will result in the tender not considered further. This will lead to the tender deemed non-responsive

27. Functionality

Only responsive tenders will be subjected to further evaluation in terms of the following:

(a) **Functionality Criteria and Weight**

.	Description	Value
1	Single interface, integrated multi-utility system, vending Electricity. STS Certificate to be in the name of the bidding company. A demonstration of this may be requested.	10
2	Broad based third-party vending footprint provided to municipalities including retail, banks, informal sector and web vendors. (Include listing). include the volume of transactions, size and number of vending points;	10
3	Hosted on-line vending provided to municipalities proof to be in the form of reference and appointment letters(5) from Municipalities with contact information and dates of appointment period.	10
4	Disaster recovery and business continuity plan	10
5	Provision for an off-line database snapshot hosted at the municipality	5
6	Letters from municipalities confirming third party vending and arrears collection. At least one of the letters to be for a fully integrated setup between vending system and billing system meaning where Live daily or real time updates for bill payments and arrears collections are in place.	05
7	Detailed mSCOA implementation approach included and one letter confirming on-line integration	10
8	Overview of approach to the Revenue Enhancement Programme	10
9	Mobile engineering application for field staff which is used to supply engineering	10

	tokens, perform audits, meter exchanges in the field etc.	
10	Financial System Integration Demonstration of the system integration with a Financial Management System preferably SAGE will be awarded as follows:	05
11	The bidder should be a manufacturer or the OEM authorized representative of respective system and or supply and maintenance of the offered items for a minimum period of three years in South Africa	10
12	The bidder to provide the name, respective titles, and years of experience of the person/s who will be responsible for management/co-ordination of all work on the project. In addition, provide the names of all personnel that are proposed to be involved in the project, their resumes, and their proposed roles/responsibilities (including the name of subcontractors and their personnel who will be working on the project, if any);	05

(b) A minimum score of 70 points are required to advance to the next stage of evaluation.

28. EDumbe Municipality Schedule of Compliance

Supply, installation and management of an STS EDITION 2 compliant prepayment electrical SMART Solution, Revenue Management and Revenue Protection for a period not more than three years

Tender Number: EDUMT10/2025/26

VENDING SYSTEM					
1.	Offered solution provides for a fully functional SMART Meter System for the entire vending domain of the municipal area (<i>must be demonstrated during practical evaluation</i>).	YES		NO	
2.	Offered Solution has integrated AMI functionality with remote meter reading and token routing capability (<i>must be demonstrated during practical evaluation</i>).	YES		NO	
3.	Vending solution includes Retail Shops, Internet, ATM, Cellular Phone and Mobile Devices as points of sale (<i>system implementation plan must be included</i>)	YES		NO	
4.	The SMART Meter System supplier needs to comply with National Rationalised Specification - NRSO47 and NRS009 specifications. (<i>documentary proof must be included</i>).	YES		NO	
5.	Tenderer is certified as an ISO 9001 company (<i>documentary proof must be included</i>).	YES		NO	
6.	The SMART Meter System must be able comply with municipal MSCOA requirements by integrating into a compliant Billing System (<i>must be demonstrated during practical evaluation</i>)	YES		NO	
7.	SMART Meter System provide for all types of payments i.e. cash, credit card, debit card, bank transfer and cheque.	YES		NO	
8.	SMART Meter System can generate STS Electricity, STS Water and STS Smart Meter Currency Token (<i>must be demonstrated during practical evaluation</i>).	YES		NO	
9.	SMART Meter System is real time and on-line (<i>must be demonstrated during practical evaluation</i>).	YES		NO	
10.	SMART Meter Solution support is provided on a 24x7x365 basis.	YES		NO	
11.	SMART Meter Solution is operational on a 24x7x365 basis.	YES		NO	
12.	The SMART Meter Solution must be fully Compliant with IEC62055-41 (STS) Edition 2 specifications and all relevant STS guidelines. (<i>documentary proof must be included</i>).	YES		NO	
13.	The System must support the STS TID rollover process, and documented approach must be included.	YES		NO	
14.	Guarantee of the vending systems' functional performance during the tender period (documentary proof must be included)	YES		NO	
15.	Active STS Vending Hardware shall be hosted in a secure cloud environment (documentary proof must be included)	YES		NO	

16.	Back-up SMART Meter System shall be hosted off the designated site - another location that meets compliant environment standards (documentary proof must be included)	YES		NO	
17.	Existing direct on-line vendors which are managed by the current service provider shall be facilitated and equipped with the necessary hardware to fully operate (system implementation plan must be included).	YES		NO	
18.	Existing 3rd party vendors which are managed by aggregators of the current supplier, shall remain operational during the installation and commissioning of the SMART Meter System (system implementation plan must be included).	YES		NO	
19.	SMART Meter System must be able to vend to all active STS meters installed in the municipal distribution jurisdiction (documentary proof must be included)	YES		NO	
20.	The SMART Meter System shall accommodate both 11 (eleven) and 13 (thirteen) digit STS meter serial numbers (must be demonstrated during practical evaluation)	YES		NO	
21.	The transfer from the existing system to a new system shall be executed without any hindrance to the normal vending operations (system implementation plan must be included)	YES		NO	
22.	The proposed system should be able to support multiple meter technologies i.e. Smart Metering and Automatic Metering Reading (must be demonstrated during practical evaluation)	YES		NO	
23.	The proposed SMART Meter solution should be able to interface with the existing municipal financial billing system, (system implementation plan must be included and an integration example must be demonstrated during practical evaluation).	YES		NO	
24.	The system shall be fully STS Edition 2 compliant and capable of vending STS prepayment credit and engineering tokens on both legacy STS and STS Edition 2 as required for the TID Rollover process (must be demonstrated during practical evaluation)	YES		NO	
25.	The SMART Meters System shall have an Application Programme interface (API) to allow third parties to access the system securely for integration purposes (must be demonstrated during practical evaluation)	YES		NO	
26.	The tenderer must be able to have all hardware operational for the hosted environment 2 (two) weeks before start date of the tender period (system implementation plan must be included)	YES		NO	
27.	The database must allow concurrent users to access data on a central database from various online terminals (must be demonstrated during practical evaluation)	YES		NO	
28.	Generate Reports as requested as per specification (must be demonstrated during practical evaluation)	YES		NO	
29.	The SMART Meter System shall operate on a standard readily available, PC-based machine Windows with no special modifications required to any parts (must be demonstrated during practical evaluation)	YES		NO	
30.	The SMART Meter System must include a consumer portal that will enable end consumers i.e. view sales history, usage profiles, display alerts, etc. (must be demonstrated during the practical evaluation)	YES		NO	

31.	The functionality of the security module must be in compliance with STS 600-4-x (documentary proof and system implementation plan to be included)	YES		NO	
32.	The data model of the SMART Meter System must allow for multiple meters to be linked to a single consumer account (must be demonstrated during the practical evaluation)	YES		NO	
33.	The software and database shall be able to accommodate, with no special changes other than hardware scaling, more than 1 million consumer records and 120 million transaction records from the main sewer (must be demonstrated during the practical evaluation)	YES		NO	
34.	A full system description and technical details of the solutions offered must be included (system implementation plan must be included)	YES		NO	
35.	Guarantee the systems' functional performance and any upgrades required to correct any system mal-operation will be for the Tenderer's account (system implementation plan to be included)	YES		NO	
36.	The system shall support the latest version of the NRS009-6-10 XMLVend specification (must be demonstrated during the practical evaluation).	YES		NO	
37.	Detailed plan and costs of TID rollover process and implementation.	YES		NO	
38.	Revenue protection program including sweep audit plan and implementation plan included	YES		NO	
VENDOR MANAGEMENT					
1	Payment of collected revenue into the Municipalities bank account must be completed within 72 hours (working days) of transaction date (system implementation plan must be included).	YES		NO	
2	The tenderer must have insurance against revenue loss (proof needs to be included).	YES		NO	
3	Payment of revenue received (Prepaid & Auxiliary separately) directly in the municipalities account at predetermined times together with a reconciliation of said revenue.	YES		NO	
4	The tenderer will not allow any vending outlets to charge any additional cost for electricity on top of the YES approved municipal tariffs (system implementation plan to be included)	YES		NO	
DATA MANAGEMENT AND REVENUE PROTECTION					
1	The tenderer must have a proven experience at least 5 year track record to revenue protection services in a municipal environment, and may be required to demonstrate their solution and provide physical proof of the in-field tools used for these services.	YES		NO	
2	The tenderer shall include the details (identity documents and electrical trade certificates) of at least two qualified technicians (proof must be included)	YES		NO	
3	SARPA registration must be provided (proof must be included)	YES		NO	
PROOF OF EVIDENCE					

1	Attachment of full description and technical details of the solutions offered (System implementation Plan).	YES		NO	
2	Submit a schedule listing clause-by-clause, specific details indicating compliance or non-compliance with the requirements of specifications.	YES		NO	
3	Tenders shall supply independent, documented proof to substantiate conformance to these aspects.	YES		NO	
The tenderer must attach all supporting documents and will be subjected to a technical evaluation during a practical demonstration of the proposed system.					
Total score points					
Tenderer will be automatically disqualified if the evaluation score points is less than 70 points					

EDUMBE MUNICIPALITY**TENDER NO: EDUMT10/2025/26****PROJECT DESCRIPTION: ELECTRICITY VENDING SERVICES: 36 MONTH CONTRACT****2. RETURNABLE SCHEDULES FOR TENDER EVALUATION**

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FORM A: MBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)

BID NUMBER:	EDUMT10/2025/26	CLOSING DATE:	03 MARCH 2026	CLOSING TIME:	12H00
DESCRIPTION	ELECTRICITY VENDING SERVICES : 36 MONTHS CONTRACT				

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

EDUMBE MUNICIPALITY (MAIN OFFICES)

TENDER BOX AT RECEPTION

10 HOOG STREET

PAULPIETERSBURG

3180

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:

DEPARTMENT	Supply Chain
CONTACT PERSON	Nkambule ZP
TELEPHONE NUMBER	034 995 1650
FACSIMILE NUMBER	NONE
E-MAIL ADDRESS	nkambulep@edumbe.gov.za

TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	Revenue
CONTACT PERSON	Ntuli AD
TELEPHONE NUMBER	034 995 1650
FACSIMILE NUMBER	NONE
E-MAIL ADDRESS	ntulia@edumbe.gov.za

PART B TERMS AND CONDITIONS FOR BIDDING

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 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
<p>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.</p>	

**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:

FORM B: MBD4

MBD4

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 and/or take an oath declaring his/her interest.

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

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

3.2 Identity Number:

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

3.4 Company Registration Number:
.....

3.5 Tax Reference Number:
.....

3.6 VAT Registration Number:
.....

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

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

3.8.1 If yes, furnish particulars.

.....
.....

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

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

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

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

3.9.1 If yes, furnish particulars

.....
.....

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

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company’s directors, 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 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	Employee Number

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

.....

Capacity

.....

Name of Bidder

FORM C : MBD 6.1**MBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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—
- 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
 - 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
LOCALITY (Provide the Proof of Municipal rates, statement not older than 3 months / Lease agreement or equivalent as proof of business address.)	<ul style="list-style-type: none"> • Within KZN boundaries = 20 • Any other areas in SA = 15 	Claim your points here

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:

.....

.....

FORM D: MBD 8**MBD 8****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	<p>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?</p> <p>(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).</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>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.</p>	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:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js367bW

FORM E: MBD 9

MBD 9

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

MBD 9

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

FORM F: CERTIFICATE OF AUTHORITY

Indicate the status of the tenderer by ticking the appropriate box hereunder. **THE TENDERER MUST COMPLETE THE CERTIFICATE SET OUT BELOW FOR THE RELEVANT CATEGORY AND ATTACH A LETTER ON THE COMPANY LETTERHEAD.**

Please tick appropriate box:

A Company	B Partnership	C Joint Venture	D Close Corporation	E Sole Proprietor
<input type="checkbox"/>				

A. CERTIFICATE FOR COMPANY

I,....., chairperson of the board of directors of hereby confirm that by resolution of the board (copy attached) taken on20...., Mr/Mrs.....acting in the capacity of.....,was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

As witness

1.....
Chairman

2.....
Date

B. CERTIFICATE OF PARTNERSHIP

We, the undersigned, being the key partners in the business trading as hereby authorise Mr/Mrs, acting in the capacity ofto sign all documents in connection with the tender for Contract.....and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

C. CERTIFICATE FOR JOINT VENTURE

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Mrs....., authorised signatory of the company....., acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract.....and any other contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
Lead partner		

D. CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as.....hereby authorise Mr/Mrs.....

Acting in the capacity of....., to sign all documents in connection with the tender for Contract.....and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be complete and signed by all the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

E. SOLE PROPRIETOR

I,....., chairperson and sole owner of hereby confirm that by resolution of the board (copy attached) taken on20...., Mr/Mrs.....acting in the capacity of.....,was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

As witness

1.....

 Chairman

2.....

 Date

BIDDERS SHOULD ATTACH A DULY SIGNED AND DATED ORIGINAL OR CERTIFIED COPY OF THE LETTER OF AUTHORITY ON THE COMPANY’S LETTERHEAD

FORM G: BIDDER’S BANKING INFORMATION

DETAILS OF BIDDERS’S BANK ACCOUNT

I/We furnish the following information:

- a) Name of Bank:
- b) Branch of Bank
- c) Town/city/suburb where bank is situated.....
- d) Contact Person at the Bank:
- e) Telephone number of Bank: Code: Number:
- f) Account Number:

I/We hereby authorise the Employer to approach the above Bank for a reference.

NOTE:

BIDDERS SHOULD ENSURE THAT THEIR BANK ACCOUNT DETAILS HAVE BEEN VERIFIED ON THE CSD REPORT. IF SUCH IS NOT VERIFIED, BIDDERS SHOULD ATTACH A COPY OF THEIR BANK CONFIRMATION LETTER

Signature..... Date.....

Name..... Position.....

Tenderer.....

FORM H: DECLARATION WITH REGARDS TO MUNICIPAL SERVICES, RATES AND TAXES

I _____ the undersigned, declare on behalf of (Name of Bidder) _____ that;

the bidder and (or) any of its director(s) does not owe any municipal services, rates and taxes to the municipality or any other municipality or municipal entity any amount which could be in arrears for an period for a period more than three months.

In the event that this declaration is found to be false, the bid will be rejected and found to be nonresponsive.

COMPANY ACCOUNT:		
NAME OF MUNICIPALITY	ACCOUNT NUMBER	ACCOUNT HOLDER

DIRECTOR(S)	NAME OF MUNICIPALITY	ACCOUNT NUMBER	OWNER

TENDERER TO SUBMIT A COPY OF A MUNICIPAL ACCOUNT OF THE COMPANY AND THAT OF ITS DIRECTOR NOT IN ARREARS AND NOT OLDER THAN THREE (03) MONTHS; OR

IN THE EVENT THAT THE BIDDER IS LEASING, A VALID COPY OF THE LEASE AGREEMENT SHOULD BE ATTACHED; OR

A CONFIRMATION LETTER FROM THE MUNICIPALITY NOT OLDER THAN THREE MONTHS CONFIRMING THAT SERVICES ARE NOT CHARGED/LEVIED AND BIDDER DOES NOT OWE (FAILURE TO DO SO WILL LEAD TO THE DISQUALIFICATION OF THE BID AS NON-RESPONSIVE)

Signature..... Date.....

Name..... Position.....

Tenderer.....

FORM I: SCHEDULE OF PROPOSED SUBCONTRACTORS

Will you be subcontracting on this project?

(Tick the appropriate box)

Yes / No

We notify you that it is our intention to employ the following subcontractors for work in this contract.

If we are awarded a contract we agree that this notification does not change the requirement for us to submit the name of proposed subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name of Subcontractor	Contact Details	Description of Work to be executed by Subcontractor
1.			
2.			
3.			
4.			
5.			

Signature..... Date.....

Name..... Position.....

Tenderer.....

FORM J: RECORD OF ADDENDA TO TENDER DOCUMENTS

Was there an addendum issued for this project?

(Tick appropriate box and complete table accordingly)

Yes / No

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

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

Attach additional pages if more space is required.

Signature..... Date

Name..... Position.....

Tenderer.....

FORM K: SCHEDULE OF TENDERER'S EXPERIENCE

The following is a statement of similar work **SUCCESSFULLY EXECUTED/COMPLETED** by the bidder

INSTITUTION NAME	RELEVANT PROJECT NAME	CONTACT PERSON	LAND LINE CONTACT NO.	CELL CONTACT NO.	PROJECT START & END DATE

NB: COMPLETE THE TABLE ABOVE ON COMPANY EXPERIENCE (COMPULSORY TABLE) AND ALSO ATTACH PROOF OF PROJECTS LISTED ON THE ABOVE TABLE : APPOINTMENT LETTERS WITH REFERENCES

SCHEDULE OF TENDERER'S CURRENT PROJECTS

The following is a list of the tenderer's **CURRENT SIMILAR PROJECTS** that are still in progress

INSTITUTION NAME	RELEVANT PROJECT NAME	CONTACT PERSON	LAND LINE CONTACT NO.	CELL CONTACT NO.	APPOINTED DATE

NB: COMPLETE THE TABLE ABOVE ON COMPANY EXPERIENCE AND ALSO ATTACH PROOF OF PROJECTS LISTED ON THE ABOVE

Signature..... Date

Name..... Position.....

Tenderer.....

FORM L: BIDDERS KEY PERSONNEL – ORGANOGRAM, CURRICULUM VITAE (CVS) AND QUALIFICATIONS

Bidders are to indicate on the **below compulsory table a list of personnel** that will be allocated to the project. CV's and qualifications of the personnel should be attached

NAME AND SURNAME	DESIGNATION	QUALIFICATIONS	YEARS OF EXPERIENCE

This submission is in-line with the functionality criteria from page 15 of the bid document.

NOTE: Bidders are to submit along with the bid CVs and relevant certified qualifications of the personnel. The personnel provided are to be part of the project from inception until the end of the 36 months period

Signature..... Date

Name..... Position.....

Tenderer.....

FORM M: PROVEN VENDING SOFTWARE SYSTEM

Service Providers are required to provide supporting documentation as proof of full compliance with all the requirements as per specification for the Vending Management Software System.

The supporting documentation will be used for the purposes of functionality evaluation scoring in line with the criteria as indicated from page 15 of the bid document

The submission is to be properly indexed/ labelled as part of the returnables to the bid document for easier reference

Signature..... Date

Name..... Position.....

Tenderer.....

FORM N: PRODUCT OWNERSHIP

Service Providers are required to provide proof of ownership of the product(s) in response to the project, in line with the Terms of Reference.

The list of products that the service provider is required to be in ownership of include;

- ✓ Ownership of STS compliant
- ✓ Prepaid Electricity Vending System (A valid STS Certification is required to claim points)

The supporting documentation will be used for the purposes of functionality evaluation scoring in line with the criteria as indicated from page 15 of the bid document

The submission is to be properly indexed/ labelled as part of the returnables to the bid document for easier reference

Signature..... Date

Name..... Position.....

Tenderer.....

FORM O: THIRD PARTY VENDING

Service Providers are required to provide proof of successfully executed third party vending. If third party vending is facilitated by an integrator, attached a letter from the integrator confirming this.

The supporting documentation will be used for the purposes of functionality evaluation scoring in line with the criteria/ as indicated from page 15 of the bid document

The submission is to be properly indexed/labelled as part of the returnables to the bid document for easier reference.

All interfaces between the Prepaid Cloud Vending System and 3rd Party system must be of open standards, specifically XMLVend2.1 specification compliance.

The transaction gateway must also for merchant administration and allow for reconciling transactions between the Cloud Vending System, the 3rd Party Gateway and the Integrator systems.

Signature..... Date

Name..... Position.....

Tenderer.....

FORM P: CENTRAL SUPPLIER DATABASE REGISTRATION

No bid will be considered without the bidder being registered on the CSD with an active profile (business status) and an Overall Tax Compliant status. Bidders must attach a document from the CSD showing the name of the business and the CSD number to enable live verification from the system

This will be verified during evaluation and again during adjudication. Bidders should ensure that their status stays compliant.

THE CONTRACT

FORM Q

PRICING DATA

EDUMBE MUNICIPALITY



FORM Q: PRICING SCHEDULE

PROJECT DESCRIPTION: ELECTRICITY VENDING SERVICES: 36 MONTH CONTRACT

Note: Bidders are to quote on all items indicated on the price schedule, failure to do so will result in disqualification

For Information purposes:

- Number of meters: **5 500.00**
- Transactional revenue per month: **8 200.00**

1. Revenue Management and Third Party Vending

Item	DESCRIPTION	Unit of measure	QUANTITY	AMOUNT
1	System Setup & Training	Per Month	36	% (including Vat) of Total Sales
	Implementation: Interface with Municipal Financial System			
	Vending Fee % (Includes: Software Licence and Support Services)			
	3 rd Party Electricity Sales %			
	Communication Costs (if any)			

2. Revenue Protection and TID Rollover

Audits and STS6 TID Rollover key changes - Year 1

Item	Description	QUANTITY PER MONTH	UNIT PRICE/PERCENTAGE (EXCL VAT)	TOTAL BID PRICE (EXCL VAT YEAR 1 (12 MONTHS))
[A]	[B]	[C]	[D]	[E] = [C] x [D] x 12
1	Data Management Revenue Protection (Per meter per month)	200	R -	R -
2	Sweep Audits	200	R -	R -
3	Targeted Audits (90-day list)	100	R -	R -
4	TID Rollover Key Changes	250	R -	R -
5	Replace Meter		R -	R -
6	Replace CIU		R -	R -
7	Tamper Removal		R -	R -
TOTAL MONTHLY COST (EXCL VAT) YEAR 1				R -

3. Automated Metering Infrastructure/ Automated Meter Reading Integration system

Item	DESCRIPTION	Unit of measure	QUANTITY	AMOUNT
B1	Total price for a Head End System Software (HES) solution for Radio Frequency Meters (RFM) and Concentrators to allow for an initial requirement of 1000 devices including installation and training	Per Meter Per Month	36	R 0.00
	Once off Database software costs			
	Database software License fees for year 1, year 2, and year 3			
	Total price for software maintenance and support for year 1, year 2, and year 3			

The prices must remain fixed and firm over the contract period.

NB: A bidder who scores less than 70 points with regard to functionality will be regarded as nonresponsive and will not be evaluated further.

Bids must remain valid for ninety (90) days after the submission date

Signature..... Date

Name..... Position.....

Section A

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 Vendor, 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 Vendor 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 anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **“Countervailing duties”** are imposed in cases 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 with the conditions of the contract or order.
- 1.9 **“Delivery ex stock”** means immediate delivery directly from stock actually on hand.
- 1.10 **“Delivery into consignee’s store or to his site”** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the Vendor bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 **“Dumping”** occurs when a private enterprise abroad markets its goods on 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 Vendor and not involving the Vendor’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 Vendor 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 Vendor or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **“Order”** means an official written order issued for the supply of goods/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 Institution purchasing the goods/works and/or service.
- 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 Vendor covered under the contract.
- 1.25 **“Written”** or **“in writing”** means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but **excluding immovable property**, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, Special Conditions of Contract are also laid down to cover specific Vendors, services or works.
- 2.3 Where such Special Conditions of Contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the Purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. Standards

- 4.1 The goods/works and/or service supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of Contract Document and Information; Inspection

- 5.1 The Vendor 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 Vendor 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.
- 5.2 The Vendor shall not, without the Purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Vendor's performance under the contract if so required by the Purchaser.
- 5.4 The Vendor shall permit the Purchaser to inspect the Vendor's records relating to the performance of the Vendor and to have them audited by auditors appointed by the Purchaser, if so required by the Purchaser.
- 5.5 The Vendor shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the Purchaser.

6. Patent Rights

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

7. Performance Security

- 7.1 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Vendor's failure to complete his obligations under the contract.
- 7.2 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the Purchaser and shall be in one of the following forms:
- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Purchaser's country or abroad, acceptable to the Purchaser, in the form provided in the bidding documents or another form acceptable to the Purchaser; or
 - b) a cashier's or certified cheque.
- 7.3 The performance security will be discharged by the Purchaser and returned to the Vendor not later than thirty (30) days following the date of completion of the Vendor's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspection, Tests and Analysis

- 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 Institution or an organization acting on behalf of the Institution.
- 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 clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the Purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the Vendor.
- 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 analyzed 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 Vendor who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the Vendor's cost and risk. Should the Vendor fail to provide the substitute supplies forthwith, the Purchaser may, without giving the Vendor further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the Vendor.
- 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 Vendor shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.

10. Delivery and Documents

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

11. Insurance

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

12. Transportation

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

13. Incidental Services

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

14. Spare Parts

- 14.1 Specified in SCC, the Vendor may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Vendor:
- a) such spare parts as the Purchaser may elect to purchase from the Vendor, provided that this election shall not relieve the Vendor 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 Vendor 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 Vendor 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 Vendor, 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 twelve (12) 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 in SCC.
- 15.3 The Purchaser shall promptly notify the Vendor in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Vendor shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the Purchaser.
- 15.5 If the Vendor, having been notified, fails to remedy the defect(s) within the period specified in SCC, the Purchaser may proceed to take such remedial action as may be necessary, at the Vendor's risk and expense and without prejudice to any other rights which the Purchaser may have against the Vendor under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the Vendor under this contract shall be specified in SCC.
- 16.2 The Vendor shall furnish the Purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment 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 an invoice or claim by the Vendor.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the Vendor for goods/works delivered and/or services rendered under the contract shall not vary from prices quoted by the Vendor in this bid, with an exception of any price adjustments authorized in SCC or Purchaser's request for bid validity extension, as the case may be.

18. Contract Amendments

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

19. Assignment

- 19.1 The Vendor shall not assign, in whole or in part, its obligations to perform under the contract, except with the Purchaser's prior written consent.

20. Subcontractors

- 20.1 The Vendor 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 Vendor from any liability or obligation under the contract.

21. Delay in Vendor's Performance

- 21.1 Delivery of the goods/works and/or performance of services shall be made by the Vendor in accordance with the time schedule prescribed by the Purchaser in the contract.
- 21.2 If at any time during performance of the contract, the Vendor or its subcontractor(s) should encounter conditions impeding timely delivery of the goods/works and/or performance of services, the Vendor 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 Vendor's notice, the Purchaser shall evaluate the situation and may at his discretion extend the Vendor's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have essential services executed if an emergency arises, the Vendor's point of supply is not situated at or near the place the supplies are required or the Vendor's supplies or goods are not readily available.
- 21.5 Except as provided under GCC clause 25, a delay by the Vendor in the performance of its delivery obligations shall render the Vendor liable to the imposition of penalties, pursuant to GCC clause 22, unless an extension of time is agreed upon pursuant to GCC clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the Purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the Vendor'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 Vendor.

22. Penalties

- 22.1 Subject to GCC clause 25, if the Vendor fails to deliver any or all of the goods/works and/or to perform the services within the period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods/works and/or unperformed services using the current prime interest rate calculated for each day

of the delay until actual delivery or performance. The Purchaser may also consider termination of the contract pursuant to GCC clause 23.

23. Termination for Default

- 23.1 The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, may terminate this contract in whole or in part:
- a) if the Vendor 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 Vendor fails to perform any other obligation(s) under the contract; or
 - c) if the Vendor, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the Purchaser terminates the contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods/works and/or services similar to those undelivered, and the Vendor shall be liable to the Purchaser for any excess costs for such similar goods/works and/or services. However, the Vendor shall continue performance of the contract to the extent not terminated.
- 23.3 Where the Purchaser terminates the contract in whole or in part, the Purchaser may decide to impose a restriction penalty on the Vendor by prohibiting such Vendor from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a Purchaser intends imposing a restriction on a Vendor or any person associated with the Vendor, the Vendor will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the Vendor fail to respond within the stipulated fourteen (14) days the Purchaser may regard the intended penalty as not objected against and may impose it on the Vendor.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the Purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the Vendor and / or person restricted by the Purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

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

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the

National Treasury website.

24. Anti-Dumping and Countervailing Duties and Rights

- 24.1 When, after the date of bid, provisional payments are required, or antidumping 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 favorable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he 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.

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the vendor 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 as a result of an event of Force Majeure.
- 25.2 If a force majeure situation arises, the Vendor shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Vendor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination on Insolvency

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

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the Purchaser and the Vendor 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.
- 27.2 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 Vendor may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - b) the Purchaser shall pay the Vendor any monies due the Vendor.

28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to clause 6;
- a) the Vendor 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 Vendor to pay penalties and/or damages to the Purchaser; and
 - b) the aggregate liability of the Vendor to the Purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing Language

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

30. Applicable Law

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

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the Vendor concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in

writing and such posting shall be deemed to be proper service of such notice

- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and Duties

- 32.1 A foreign Vendor shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's country.
- 32.2 A local Vendor shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the Purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation Programme

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

34. Prohibition of Restrictive Practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the Purchaser, has / have engaged in the restrictive practice referred to above, the Purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the Purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

SUPPLIERS DATABASE REGISTRATION FORM



DELIVER TO:
PROCUREMENT SECTION
EDUMBE LOCAL MUNICIPALITY OFFICES
10 HIGH STREET
PAULPIETERSBURG
3180

OR POST TO:
THE PROCUREMENT SECTION
EDUMBE LOCAL MUNICIPALITY OFFICES
PRIVATE BAG X308
PAULPIETERSBURG
3180

All enquiries to be directed to: The SCM MANAGER
Telephone: 0349951650/2
Fax number: 0349951192
buthlezibw@edumbe.gov.za and nkosim@edumbe.gov.za

For office use:

Supplier Name	_____		
Edumbe Registration No	_____		
Captured By	_____	Date	_____
Approved by	_____	Date	_____

IMPORTANT NOTES:

Please read carefully

- To be completed by all vendors seeking registration as an approved supplier.
- Form must be completed in **full** and must be **signed**.
- Suppliers must comply with the registration criteria for registration to be finalised – failure to do so may result in the application being declined.
- Applicants will be contacted via fax and must therefore submit an operating fax number; failure to comply will result in excluding the supplier from the EFT system.
- It should be noted that eDumbe Local Municipality reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect
- Suppliers will **not be notified** whether the application was accepted or not but will be advised of the outcome if telephonically requested
- Documents must be hand delivered at or posted to the above address. Faxed documents will not be accepted.
- Only black pen to be used on completion of this form

GUIDELINES:

1. Applicants are advised that only **ORIGINAL** eDumbe Local Municipality forms or **PHOTCOPIES** thereof will be processed. Any document that has been retyped or redrafted will be disregarded and returned to the applicant.
2. It is imperative that only supporting documents with an **ORIGINAL** signature be submitted.
3. All signatures must be commissioned by an authorized Commissioner of Oaths. Failure to do so will result in the applicant **not qualifying** for registration.
4. Suppliers registered on the Suppliers Database **MUST** notify the Supply Chain Management Office of any changes to information provided in the initial eDumbe Local Municipality forms, as captured onto the Suppliers Database. Failure to do so may result in such a supplier being removed from the Suppliers Database and/or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.
5. Suppliers providing incorrect information or fraudulent in their eDumbe Local Municipality forms will be **disqualified** from bidding and **removed** from the Suppliers Database, in addition to any other action the Province may institute against such a supplier. Furthermore, in the event of the Province being prejudiced financially, it reserves the right to **take legal action** against the supplier.

6. For definitions of terminology used in this document, please refer to the definitions set out in Treasury Regulation 16 A and eDumbe Local Municipality's Supply Chain management Framework.
7. Any **alterations** made by the supplier to its own information inserted on this document, must be **initialled** by the supplier. The use of correcting fluid is prohibited and the use thereof will lead to non-registration of the applicant.
8. Reminding letters will be issued by the eDumbe Local Municipality to suppliers to update their information. It remains the responsibility of the supplier to ensure that their information is updated in the Suppliers Database, therefore if a reminder letter is not received, the supplier must follow up with the eDumbe Local Municipality.

SUBMISSION OF DOCUMENTATION

The following documents must accompany your application: Please indicate

Documents	Expiry date	YES	NO
Certified copies of Identity Documents (ID) of shareholders			
Valid SARS Tax Clearance Certificate (original documents only)			
Company Registration Documents (e.g. CK)			
Original or Certified Proof of Residence (Municipal Account)			
CIDB Grading Certificate			
Professional Body Affiliation Certificate			
Reference Letters			
Training Institution (SETA Accreditation Certificate)			
Original Valid Broad-Base Black Economic Empowerment (BBBEE) Certificate			
Copy of bank statement (not older than 3 months) or cancelled cheque for proof of Bank Details			
National Treasury Supplier Central Database Number			

SECTION 1: PARTICULARS OF THE ORGANISATION

Please note that all information will be treated confidentially.

Where organisation is a joint venture the individual members of the joint venture are to separately provide information on their organisation.

1.1. Registered name of the organisation:

1.2. Trading name:

--

1.3. Type of organisation: (please tick one)

PTY(Ltd)		CC		Sole Trader		Section 21		Public Company		Other (Specify	
----------	--	----	--	----------------	--	---------------	--	-------------------	--	-------------------	--

1.4. Company registration number:

--

1.5. Income tax registration number:

--

1.6. VAT registration number:

--

1.7. UIF registration number:

--

1.8. PAYE number:

--

1.9. Construction industry development board registration number (CIDB):

--

1.10. Compensation commissioner registration number:

--

1.11. (a) Business Postal address:

Bag		
Bag no.		
	Postal Code:	

(b) Business Physical address

No.	
-----	--

1.12. Contact person (Full name) and designation:

Name		
Municipality		
	Postal Code:	

--	--

1.13. Contact Details:

EMAIL (Office)	
TELEPHONE NUMBER:	
CELL NUMBER:	
FAX NUMBER	

1.14. State the municipality in which you're business operates:

of the Municipality	
ent Number (A confirmation Letter if your business area does not pay Rates)	
ct for Municipality	

1.15. Previous business information (if applicable)

Did your business exist under a different name previously?	
If "yes" what was the previous business name?	
Reason for name change?	

1.16. Banking details:

The eDumbe Local Municipality has adopted a policy of making vendor payments via EFT. To ensure that there are no delays in the processing of payments, ensure that the Electronic funds transfer form and the banking account details form are completed correctly and have the requisite bank authorisations.

1.17. Declaration of Interest

No bid will be accepted from persons in the service of the state*.

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 and/or take an oath declaring his/her interest.

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

If so, furnish particulars.

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

If so, furnish particulars.

ELECTRONIC FUNDS TRANSFER

Name of company/ partnership/individual: _____

Trading as: _____

Reg. No.: _____ Tel: _____

Fax: _____

Address:

Postal code: _____

I/ We, the undersigned, hereby authorise and instruct the eDumbe Local Municipality to pay all amounts that may hereafter, from time to time, become due and payable to me/us by the eDumbe Local Municipality by electronically transferring the same to the bank mentioned below for the credit of my/our account detailed below.

I/ We, the undersigned, understand and agree that:

- Any such transfer shall constitute a full and final discharge of the eDumbe Local Municipality's obligation to make such payments to me/ us. The eDumbe Local Municipality shall not be liable to make good any loss. I/ We may suffer consequent upon such transfer pursuant to this authority and instruction.
- This payment authorisation and instruction will be applied to both goods purchased and services rendered.
- This authority and instruction will remain valid unless cancelled by either party upon thirty (30) days written notice. The said notice will only be effective in writing, delivered to the other party at the addresses stated herein and bearing an acknowledgement of receipt by the other party.
- Should any transfer attempted in respect of this authorisation be unsuccessful due to incorrect information supplied by me/ us, I/We agree to pay all bank charges for this transfer attempt.

In the event that the details set out herein should change, I/ We agree to notify the

Municipality forthwith.

Name Capacity Telephone/Cell

Signature

Date

BANK ACCOUNT TO WHICH PAYMENTS ARE TO BE MADE

Name in which account is held: _____

Name of bank: _____

Branch: _____

Bank clearing number:

--	--	--	--	--	--	--	--	--	--	--	--

Account Number

--	--	--	--	--	--	--	--	--	--	--	--

ACCOUNT TYPE: _____

Important:

Please ensure that you have included a certified copy of your identification and a copy of a cancelled cheque or bank statement as per the documents required.

SECTION B: BEFORE RETURNING, THIS SECTION MUST BE COMPLETED BY YOUR BANK

I/We confirm that the above information on the client's account at this bank is correct.

Signed on behalf of Bank

Bank Stamp:

Name

Capacity

Note: This information will supersede any previous authorisation and instruction lodged with eDumbe Local Municipality. **Original completed** forms must be hand delivered or posted to the above address. Photocopies or faxed copies will not be accepted.

For Office Use Only	Supplier Code	Captured By(Name)	Initial	Date

SECTION 2: SERVICE TYPE AND CATEGORIES

Vendor type and services categories					
Please indicate your Service Type (ONE ONLY) by marking the appropriate box with an X.					
Code	Service Type	X	Code	Service Type	X
Cons	Consultant		Supp	Supplier	
Cont	Contractor				
Service providers may choose a MAXIMUM OF 5 (five) categories by marking the appropriate box with an X					
* If more than 5 services are indicated, only the first five will apply					
**If your service is not indicated, write it clearly under "OTHER"					
300	Construction Equipment And Supplies	X	100	General Services	X
301	Construction equipment		101	Catering	
302	Building materials		102	Conferencing and Event management	
303	Electrical materials		103	Cleaning and Gardening Services	
304	Plant hire equipment		104	Courier	
305	Plumbing materials		105	General Maintenance	
500	Construction Services	X	106	Laundry and Dry Cleaning	
501	Civil		107	Pest Control	
502	Electrical		108	Photographic and Graphic Design	
503	Mechanical		109	Printing	
400	Professional Services	X	110	Security and Safety	
401	Accounting, Auditing, Financial		111	Transport (buses / minibuses)	
402	Architectural and Quantity Surveying		200	Office and Facilities Supplies	X
403	Arts and Culture		201	Audio systems	
404	Auctioneering		202	Clothing and Corporate gifts	
405	Consulting Civil Engineer		203	Fire protection equipment	
406	Consulting Electrical Engineer		204	Groceries	
407	Consulting Geo-technical Engineer		205	IT- hardware/ software	
408	Consulting Mechanical Engineer		206	Office furniture and equipment	
409	Fire and Safety		207	Stationery	
410	GIS and Mapping and Data Collection		600	Vehicles	X
411	Occupational Health & Safety		601	Alarms and tracking systems	
412	Land and Property Valuers		602	Mechanical repairs and maintenance	
413	Land Surveying		603	Electrical repairs and maintenance	
414	Legal Services		604	Panel Beating	
415	Recruitment		605	Spares and parts	
416	Town and Regional Planners		606	Towing	
417	Training and Development		607	Vehicle dealership and Fleet Management	
418	Translation and Interpretation		800	Other	X
700	Miscellaneous Supplies	X	801		
701	Functions Equipment Hire		802		
702	Sports		803		

SECTION 3: EVALUATION SECTION

Failure to complete this section will result in the application being declined.

3.1. Please indicate size of the organisation based on annual turnover in the past three year's turnover:

--

3.2. Please provide total number of staff members employed by the company:

--

SECTION 4: REFERENCES

List at least three completed projects and their contactable reference. List per each type of service registered for:

PROJECT NAME	INSTITUTION NAME	AWARD AMOUNT	REFERENCE NAME AND CONTACT	DATE AWARDED
PROJECT NAME	INSTITUTION NAME	AWARD AMOUNT	REFERENCE NAME AND CONTACT	DATE AWARDED
PROJECT NAME	INSTITUTION NAME	AWARD AMOUNT	REFERENCE NAME AND CONTACT	DATE AWARDED

NB: A supplier can attach additional references per service type. References will be contacted, thus inaccurate contact details or poor service delivery may be used as valid grounds for registration being declined.

SECTION 5: DECLARATION

I the undersigned hereby declare that the information given in this document is to the best of my knowledge true, and correct in every respect.

Full names of owner or supplier representative: _____

Signature

Date

Signed at: _____

Supplier name: _____

SIGNED AND AFFIRMED BEFORE ME (COMMISSIONER OF OATHS):

Full name: _____

Signature

Date

Capacity: _____

