



BERGRIVIER MUNICIPALITY

TENDER NO: 8/3/3-2026 (MN5-2026)

**SUPPLY, INSTALLATION AND MANAGEMENT OF AN STS6 EDITION 2 COMPLIANT
PREPAYMENT ELECTRICITY VENDING SYSTEM FROM DATE OF APPOINTMENT UNTIL 30
JUNE 2031**

PROCUREMENT DOCUMENT

NAME OF TENDERER:			
Total Bid Price (Inclusive of VAT)			
B-BBEE LEVEL			
MUNICIPAL AREA:			
PLEASE REFER TO PAGE 119 AND TICK AS APPROPRIATE: SMME	MICRO	SMALL	MEDIUM

FEBRUARY 2026

PREPARED AND ISSUED BY:

Directorate: Finance:
Supply Chain Management Unit
Bergrivier Municipality,
PO Box 60 Piketberg 7320
Tel no.: (022) 913 6000

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

Mr. Martin Crous
Manager: Income

Tel (W): 022 913 6000
Email: crousm@bergmun.org.za



BERGRIVIER MUNICIPALITY

TENDER 8/3/3-2026 / MN5-2026 SUPPLY, INSTALLATION AND MANAGEMENT OF AN STS6 EDITION 2 COMPLIANT PREPAYMENT ELECTRICITY VENDING SYSTEM FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2031

TENDERS are hereby invited from service providers for the supply, installation and management of an STS6 Edition 2 Compliant Prepayment Electricity Vending System from date of appointment until 30 June 2031, as set out in the specifications.

Bids, in sealed envelopes, clearly marked **"Tender No 8/3/3-2026 / MN5-2026: Supply, installation and management of an STS6 Edition 2 Compliant Prepayment Electricity Vending System from date of appointment until 30 June 2031"**, must be placed in the tender box at the Municipal Offices, 13 Kerk Street, Piketberg no later than **12:00 on Tuesday, 10 March 2026**, when the bids will be opened in public. **Bids addressed to any municipal official in his/her personal capacity will not be considered and will immediately be disqualified. It is the bidder's responsibility to make sure that bids are being placed in the tender box by courier companies. The Municipality will not be held accountable for any bids not being placed in the tender box by courier companies.**

Documents and specifications that contain the minimum requirements are available on Bergrivier Municipality's website (www.bergmun.org.za) free of charge or on request at a **non-refundable fee of R70.00** from Mr. Coellin Julius at tel. no. (022) 913 6036 or email: juliusc@bergmun.org.za during office hours. All technical enquiries can be addressed to Mr. Martin Crous at tel. no. (022) 913 6000 or e-mail: crousm@bergmun.org.za.

Tenders must be valid and binding for one hundred and twenty (120) days after closing date.

A compulsory clarification meeting will be held on Tuesday, 17 February 2026 at 11h00 at the Bergrivier Municipal Offices, 13 Kerk Street in Piketberg, 7320. Doors will be closing promptly at 11h10 and no entry allowed after specified time.

Bids will be evaluated using the Council's Supply Chain Management Policy. It is therefore compulsory that the Preference Point Claim form for the Preferential Procurement Regulations is completed in full to make application for preference points of 80 points for price, 10 points for specific participation goals and 10 points for BBBEE. **The Bid price must be VAT inclusive.**

Bidders must be registered as a prospective supplier on National Treasury's Central Supplier Database (CSD). The Tax Clearance Certificate/ Tax Compliance Status (TCS) Pin/ Centralised Suppliers Database (CSD) Registration Number must be submitted together with the bid. Failure to submit a Tax Clearance Certificate/TCS Pin/CSD registration number may result in the invalidation of the bid.

Only bids completed in **black written ink** on the original Bid documentation will be accepted. Late, incomplete or Bids submitted by facsimile or email will not be accepted. Proof of submitting a Bid will not be accepted as proof of the Bid having been received. The Municipality is not obliged to accept the lowest or any Bid submitted to it. The Municipality reserves the right to accept any Bid in full or in part. If prices offered are cost effective Council reserves the right to procure more items to take financial advantage thereof.

**MUNICIPAL OFFICES
13 CHURCH STREET
PIKETBERG
7320**

**ADV. HANLIE LINDE
MUNICIPAL MANAGER**

MN5/2026

06 February 2026



BERGRIVIER MUNICIPALITY

TENDER 8/3/3-2026 / MK5-2026: VOORSIENING, INSTALLEERING EN ONDERHOUD VAN 'N "STS6 EDITION 2 COMPLIANT" VOORAFBETAALDE ELEKTRISITEIT VERKOPESISTEEM VANAF DATUM VAN AANSTELLING TOT EN MET 30 JUNIE 2031

TENDERS word hiermee aangevra vanaf diensverskaffers vir die voorsiening, installeering en onderhoud van 'n "STS6 Edition 2 Compliant" voorafbetaalde elektrisiteit verkopesisteen vanaf datum van aanstelling tot en met 30 Junie 2031, soos uiteengesit in die spesifikasies.

Tenders, in verseëelde koeverte en duidelik buite-op gemerk "**Tender 8/3/3-2026 / MK5-2026: Voorsiening, installeering en onderhoud van 'n "STS6 Edition 2 Compliant" voorafbetaalde elektrisiteit verkopesisteen vanaf datum van aanstelling tot en met 30 Junie 2031**", moet in die tenderbus by die Munisipale Kantore, Kerkstraat 13, Piketberg geplaas word teen nie later as **12:00** op **Dinsdag, 10 Maart 2026**, waarna tenders in die openbaar oopgemaak sal word. 'n **Bod dokument wat aan enige munisipale amptenaar in sy/haar persoonlike hoedanigheid gerig word, sal nie oorweeg word nie en sal onmiddellik gediskwalifiseer word.** Dit is die diensverskaffer se verantwoordelikheid om seker te maak dat 'n Bod dokument deur die koerier maatskappye in die tenderbus geplaas word. Die Munisipaliteit sal nie aanspreeklik gehou word vir enige Bod dokument wat nie deur die koerier maatskappye in die tenderbus geplaas word nie.

Tender dokumente en spesifikasies is verkrygbaar op Bergrivier Munisipaliteit se webtuiste (www.bergmun.org.za) teen geen tenderfooi, of 'n harde kopie verkrygbaar teen 'n **nie-terugbetaalbare tenderfooi van R70.00** by Mnr. Coellin Julius by tel. no. (022) 913 6121 of e-pos: juliusc@bergmun.org.za, gedurende kantoorure. Alle tegniese navrae moet gerig word aan Mnr. Martin Crous by tel. no. (022) 913 6000 of e-pos: crousm@bergmun.org.za.

Tenders moet geldig en bindend wees vir een honderd en twintig (**120**) dae na sluitingsdatum.

n Verpligte terreinvergadering is geskeduleer vir Dinsdag, 17 Februarie 2026, by die Bergrivier Munisipale Kantore, 13 Kerk Straat te Piketberg, 7320. Deure sal oopmaak 11h00 en sluit 11h10. Toegang gaan geweier word na die spesifieke tyd.

Tenders sal geëvalueer word ingevolge die Raad se Voorsieningskanaalbestuursbeleid, 80/20-punte stelsel. Dit is dus verpligtend om die Voorkeurverkrygingsvorm te voltooi om te kwalifiseer vir enige voorkeerpunte van 80 punte vir prys, 10 punte vir spesifieke deelname doelwitte en 10 punte vir BBBEE. **Pryse moet BTW insluit.**

Verskaffers moet geregistreer wees as 'n voornemende verskaffer op Nasionale Tesourie se Sentrale Databasis (SDB). Die Belastinguitklaringsertifikaat / Belasting ooreenstemmende status Pin / Sentrale verskaffersdatabasis (SDB) nommer (MAAA...), moet saam met die tenderdokument ingedien word. Nie-nakoming hiervan sal die uitslag van die tender ongeldig verklaar.

Slegs tenders wat in **swart geskrewe ink** voltooi is op die oorspronklike dokumentasie sal aanvaar word. Laat, onvolledige of tenders ontvang per faks of e-pos, sal nie aanvaar word nie. Bewys van versending van 'n tender sal nie as bewys van ontvangs van 'n tender gesien word nie. Die Raad is nie verplig om die laagste of enige tender te aanvaar nie. Die Raad behou die reg voor om enige tender of gedeelte daarvan te aanvaar. Indien goeie pryse vir items ontvang word kan Raad die hoeveelhede aanpas om voordeel daaruit te trek.

**MUNISIPALE KANTORE
KERKSTRAAT 13
PIKETBERG
7320**

**ADV. HANLIE LINDE
MUNISIPALE BESTUURDER**

MK5-2026

06 Februarie 2026



BERGRIVIER MUNICIPALITY

TENDER DETAILS						
TENDER NUMBER:	TENDER 8/3/3-2026 MN5-2026					
TENDER TITLE:	SUPPLY, INSTALLATION AND MANAGEMENT OF AN STS6 EDITION 2 COMPLIANT PREPAYMENT ELECTRICITY VENDING SYSTEM FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2031					
CLOSING DATE:	10 MARCH 2026	CLOSING TIME:	12h00			
SITE MEETING:	DATE:	17 FEBRUARY 2026	TIME:	11H00	COMPULSORY:	YES
SITE MEETING ADDRESS:	Bergrivier Municipal Offices, 13 Kerk Street in Piketberg, 7320					
<i>NB: Please note that no latecomers will be allowed.</i>						
<i>For all compulsory briefing sessions/site meetings/clarification meetings, bids received from interested bidders that did not attend the meeting or arrived later than predetermined date and time, will be disqualified</i>						
CIDB GRADING REQUIRED:	NO	LEVEL AND CATEGORY:	N/A			
BID BOX:	SITUATED AT: BERGRIVIER Municipal Building, 13 Church Street, BERGRIVIER. The bid box is generally open 24 hours a day, 7 days a week.					
OFFER TO BE VALID FOR:	120 DAYS	DAYS FROM THE CLOSING DATE OF BID.				

TENDERER DETAILS (Please indicate postal address for all correspondence relevant to this specific tender)			
NAME OF TENDERER:			
NAME OF CONTACT PERSON:	CELL PHONE NO:		
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
TELEPHONE #:		FAX NO.	
E-MAIL ADDRESS:			

DATE:	
SIGNATURE OF TENDERER:	
CAPACITY UNDER WHICH THIS BID IS SIGNED:	

PLEASE NOTE:	
1. Tenders that are deposited in the incorrect box will not be considered.	
2. Mailed, telegraphic or faxed tenders will not be accepted.	
3. If the bid is late, it will not be accepted for consideration.	
4. Bids may only be submitted on the Bid Documentation provided by the Municipality.	
5. All figures & signatures must be completed in an original format	

ENQUIRIES MAY BE DIRECTED TO:	CONTACT PERSON	TEL. NUMBER	EMAIL ADDRESS
1. TECHNICAL ENQUIRIES	Mr. Martin Crous	022 913 6000	crousm@bergmun.org.za
2. ENQUIRIES REGARDING BID PROCEDURES & COMPLETION OF BID DOCUMENTS	Mr. Coellin Julius	022 913 6000	juliusc@bergmun.org.za



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PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY



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1. CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes	No
Tax Clearance Certificate -VALID Tax Clearance Certificate attached/ Tax compliance pin?	Yes	No
MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes	No
MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a CERTIFIED copy of the B-BBEE Certificate or the original B-BBEE Certificate attached?	Yes	No
MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes	No
MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes	No
MBD 10 (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested? Are copies of these municipal accounts attached?	Yes	No
OHSA (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid Letter of Good Standing from the Compensation Commissioner attached?	Yes	No
Form of Indemnity - Is the form duly completed and signed?	Yes	No
Pricing Schedule - Is the form duly completed and signed?	Yes	No
Form of Offer - Is the form duly completed and signed?	Yes	No
Declaration by Tenderer - Is the form duly completed and signed?	Yes	No

By submitting an offer as well as participating in SCM processes I hereby warrant that I provide my information voluntarily, for the purposes of participating in this procurement process, and that I understand that this information will be processed, stored and even shared with third parties, if and when required, including for adjudication, verification and auditing purposes, and hereby, with my signature provide my consent to that effect.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

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2. AUTHORITY TO SIGN A BID

1. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

1.1. I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____OR

1.2. I, _____, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. COMPANIES AND CLOSE CORPORATIONS

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

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

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

Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorized Signatory			
Capacity			
Specimen Signature			
Full name and surname of ALL Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a CERTIFIED COPY of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



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3. PARTNERSHIP

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

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

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

4. CONSORTIUM

We, the undersigned consortium partners, hereby authorize _____ (Name of entity) to act as lead consortium partner and further authorize Mr./Ms. _____ To sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member:

Full Name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



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3. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by JOINT VENTURES

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

authorized signatory of the Company/Close Corporation/Partnership (name) _____

_____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

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

(ii) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

(iii) Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

(iv) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

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



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4. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT

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 supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his 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 of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand
- 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.
- 1.13. 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.
- 1.14. "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.
- 1.15. "GCC" means the General Conditions of Contract.
- 1.16. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.17. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.



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- 1.19. "Manufacture" means the production of products in a factory using labor materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site" where applicable, means the place indicated in bidding documents.
- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. "Tort" means in breach of contract.
- 1.28. "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.29. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.



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- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2. When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- 7.3.1. 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
- 7.3.2. a cashier's or certified cheque.
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspections tests and analysis, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods 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 goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.



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- 8.7. Any contract goods 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 goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal, the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

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

10. Delivery

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

11. Insurance

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

12. Transportation

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

13. Incidental

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:
- 13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - 13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - 13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - 13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - 13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1. As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:



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- 14.1.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- 14.1.2. in the event of termination of production of the spare parts:
 - 14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - 14.1.2.2. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for 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 supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier 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 supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2. The supplier 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 by the purchaser **no later than thirty (30) days** after submission of an **invoice, statement** or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated.

17. Prices

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

18. Variation orders

In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price and such offers, may be accepted provided that there is no escalation in price.

19. Assignment

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



20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.
- 21.5. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - 23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - 23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or
 - 23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to



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provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

- 23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, 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 purchase 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:
- 23.6.1. the name and address of the supplier and / or person restricted by the purchaser;
 - 23.6.2. the date of commencement of the restriction
 - 23.6.3. the period of restriction; and
 - 23.6.4. the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, 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

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

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.



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- 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 supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Notwithstanding any reference to mediation and/or court proceedings herein,
- 27.4.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- 27.4.2. the purchaser shall pay the supplier any monies due for goods delivered and / or services rendered according to the prescripts of the contract.

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;
- 28.1.1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- 28.1.2. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment

29. Governing language

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

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

31. Notices

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

32. Taxes and duties

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier 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 SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

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



34. Amendment of contracts

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

35. Prohibition of restrictive practices.

- 35.1. 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.
- 35.2. 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 section 59 of the Competition Act No 89 Of 1998.
- 35.3. 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.

General Conditions of Contract (revised July 2010)



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5. GENERAL CONDITIONS OF TENDER

1. Sealed tenders, with the **"TENDER NUMBER: 8/3/3-2026 MN5-2026"** clearly endorsed on the envelope, must be deposited in the **TENDER BOX** at the offices of the Bergrivier Municipality, Kerk Street, Piketberg 7320.
2. The tender must be lodged by the Tenderer in the tender box in the Main Entrance, Bergrivier Municipal Offices, Kerk Street, Piketberg 7320.

PLEASE NOTE:

- 2.1. Tenders that are deposited in the incorrect box will not be considered.
- 2.2. Mailed, telegraphic or faxed tenders will not be accepted.
- 2.3. Documents may only be completed in non-erasable ink.
- 2.4. The use of correction fluid/tape is not allowed.
 - 2.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 - 2.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
- 2.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
- 2.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
3. **Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000.00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. Please insure that provision is made for VAT in these instances.**
 - 3.1 It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
 - 3.2 The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Bergrivier Municipality is **4000 846 172**.
- 3 Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
- 4 Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will **not** be considered.
- 5 Tenders shall be opened in public at the Bergrivier Municipal Offices as soon as possible after the closing time for the receipt of tenders. Tenderers are encouraged to attend these openings.
- 6 The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; **ALTERNATIVELY**;
 - 6.1 That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
 - 6.2 The tenderer shall declare **all** the Municipal account numbers in the Bergrivier Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.



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7 This bid will be evaluated and adjudicated according to the following criteria:

- 7.1 Relevant specifications
- 7.2 Value for money
- 7.3 Capability to execute the contract
- 7.4 PPPFA & associated regulations

8 Service Level Agreement

The award of the tender is subject to the signing of a Service Level Agreement (SLA) between the successful bidder and Bergrivier Municipality.

9 Centralised Supplier Database

No Bids will be awarded to a bidder who is not registered on the Centralized Supplier Database (CSD).

The CSD supplier number starting with (MAAA) number is automatically generated by the Central Database System after successful registration and validation of a prospective service provider. This number is now a mandatory requirement, as referred to in regulation 14(1) (b) of the Municipal Supply Chain Management Regulations, as part of the listing criteria for accrediting a prospective service provider. Prospective suppliers should self – register on the CSD website at www.csd.gov.za Registration on the CSD will be compulsory in order to conduct business with the Bergrivier MUNICIPALITY. Registration on CSD can be done by contacting 022 913 6000 Mrs. Revedy-Levern Hendricks

Centralized Supplier Database (CSD) No. MAAA.....



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6. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. The **Tax Clearance Certificate**/ Tax Compliance Status (**TCS**) Pin/ Centralised Suppliers Database (CSD) Registration Number **must be submitted together with the bid**. Failure to submit a Tax Clearance Certificate/TCS Pin/CSD registration number may result in the invalidation of the bid.

(a) *Tax Compliance Status (TCS) Pin as of 18 April 2016*

- i. In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the municipality with a TCS Pin which will be used to verify a bidder's tax status online via SARS E-filing. This option will be used to verify the status of the service provider (which should be active or compliant) and will determine if the offer will be further evaluated or omitted, even if the bidder only submitted a TCC as per point 1 above. Service provider's status which is found inactive or non-compliant their offers will be omitted. Bidders who are not in possession of a valid Tax Clearance Certificate must issue the municipality with the following:

Tax Clearance Certificate printed for SARS E-filing	
Tax Reference Number:	
Tax Compliance Status Pin:	

2. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate, Tax Compliance Status Pin or CSD Registration number
3. Applications for the Tax Clearance Certificates 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.
4. If a bidder is registered on Bergrivier Municipality supplier's database; that contains a tax clearance certificate which is active on closing date of Bid/Formal quotation, it must be indicated as such on this page, whereby the attaching of a new tax clearance certificate to this page will not be required.
6. Non-adherence to point 4 above may invalidate your offer.



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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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



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7. MBD 4 – 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:

3.1.	Full Name of bidder or his or her representative												
3.2.	Identity Number												
3.3.	Position occupied in the Company (director, shareholder ² etc.)												
3.4.	Company Registration Number												
3.5.	Tax Reference Number												
3.6.	VAT Registration Number												
3.7.	Are you presently in the service of the state?	YES		NO									
3.7.1.	If so, furnish particulars:												
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO									
3.8.1.	If so, furnish particulars:												

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

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

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



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3.9.	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	YES	NO	
3.9.1.	If so, furnish particulars:			
3.10.	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES	NO	
3.10.1.	If so, furnish particulars:			
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES	NO	
3.11.1.	If so, furnish particulars:			
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES	NO	
3.12.1.	If so, furnish particulars:			
Name of the spouse/child/parent : ID number of the spouse/child/parent:..... Relationship to the official : Designation of the spouse/child/parent: Employer of the spouse/child/parent :				
3.13.	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES	NO	
3.13.1.	If so, furnish particulars:			



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3.14.	Please provide the following information on ALL directors/shareholders/trustees/members below:		
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State ³ Employee Number

NB:

- a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)
- b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

4. DECLARATION

I, the undersigned (name) _____,
 certify that the information furnished in paragraph 3 above is correct.
 I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			

³ MSCM Regulations: "in the service of the state" means to be –

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

**BERGRIVIER MUNICIPALITY****8. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 – PURCHASES/SERVICES "Insert 80/20 or 90/10"****NB:**

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2022.

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points as well as a summary for preference points claimed for attainment of other specified goals

The Constitution of the Republic of South Africa, 1996, provides in sections 152(1)(c) and 152(2) that local government must promote social and economic development and that the municipality must strive within its financial and administrative capacity, to achieve the objects set out in subsection 152(1).

The Constitution provides in section 217 that an organ of state must contract for goods or services in accordance with a procurement system which is fair, equitable, transparent, competitive, and cost effective and to implement a policy to grant preferences within a framework prescribed by National Legislation.

The Broad-Based Black Economic Empowerment Act, 2003 requires: " (1) Every organ of state and public entity must apply any relevant code of good practice issued in terms of this Act in (b) developing and implementing a preferential procurement policy

The Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)-[PPPFA] was promulgated by the Minister in response to the Constitutional provision and allow for a Municipality to develop a preferential procurement policy and to implement such policy within the PPPFA framework.

Section 2 (1) (d) (i) and (ii) of the Preferential Procurement Policy Framework Act, 2000 refers to specific goals which may include:

- (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
- (ii) implementing the programmes of the Reconstruction and Development Programme (RDP) as published in *Government Gazette* 16085 dated 23 November 1994.

The RDP (1994), as basis for development in South Africa, was meant to provide a holistic, integrated, coherent socio-economic policy that is aimed at mobilizing people and resources to work towards the upliftment of the material and social conditions of local communities to build sustainable livelihoods for these communities.

In terms of Section 2 (1)(d)(ii), the following activities may be regarded as a contribution towards achieving the goals of the RDP, in addition to the awarding of preference points in favour of HDIs (published in *Government Gazette* No. 16085 dated 23 November 1994):

- (i) The promotion of South African owned enterprises;
- (ii) The promotion of export orientated production to create jobs;
- (iii) The promotion of SMMEs;
- (iv) The creation of new jobs or the intensification of labour absorption;
- (v) The promotion of enterprises located in a specific province for work to be done or services



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- to be rendered in that province;
- (vi) The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region;
 - (vii) The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in that municipal area;
 - (viii) The promotion of enterprises located in rural areas;
 - (ix) The empowerment of the work force by standardizing the level of skill and knowledge of workers;
 - (x) The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills; and
 - (xi) The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000; and
- the 90/10 system for requirements with a Rand value above R50 000 000.

1.2 The value of this bid is estimated to exceed/not exceed R50 000 000 and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific contract participation goals, as specified below.

1.3.1 The points for this bid are allocated as follows:

POINTS WILL BE ALLOCATED AS FOLLOWS below R50 000 000			
		POINTS	For office use
PRICE		80	
SPECIFIC PARTICIPATION GOALS			
Bergrivier Jurisdiction		10	
West Coast jurisdiction		5	
Western Cape Province		3	
South Africa		2	
BBBEE SCORE CARD			
		10	
	TOTAL	100	



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POINTS WILL BE ALLOCATED AS FOLLOWS above R50 000 000			
		POINTS	For office use
PRICE		90	
SPECIFIC PARTICIPATION GOALS			
Bergrivier Jurisdiction		5	
West Coast jurisdiction		3	
Western Cape Province		2	
South Africa		1	
BBBEE SCORE CARD			
		5	
	TOTAL	100	

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed (B-BBEE TABLE).
- 1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.6. **If you want to claim the specific goals you need to attach the business registration from CIPC, and if you're are a small business/SMME you need to attach the physical address of the business in the form of a municipal account in your personal name or the business name.**
- 1.7. **The Municipality reserves the right to verify the locality as per the Municipal Statement or Lease Agreement provided. Also note that the offices must be operational within the area as stated by the Bidder, if not the locality points cannot be claimed.**
- 1.8. **Please complete your CSD registration number: MAAA.....**

2. GENERAL DEFINITIONS

In this application, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Act must bear the meaning so assigned—

"Acceptable Tender" mean any tender which, in all respects, complies with the specification and conditions of tender as set out in tender document

"Black designated groups" has the meaning assigned to it in the codes of good practice issued in terms of section 9 (1) of the BBBEEA.

"Black people" has the meaning assigned to it in section 1 of the BBBEEA.

"Designated group" means black designated groups, black people, women, people with disabilities; or small enterprises which are enterprises, owned, managed, and controlled by previously disadvantaged persons and which is overcoming business impediments arising from the legacy of apartheid.

"Disability" means in respect of a person, a permanent means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for



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a human being.

“EME” means

(1) exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the BBBEEA.

(2) an entity with an annual turnover less than R10 000 00.000 (ten million Rand)

“Historically disadvantaged individual (HDI)” means a South African citizen –

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983); and / or

(2) who is a female; and / or

(3) who has a disability:

Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.

“highest acceptable tender” means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;

“lowest acceptable tender” means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;

“Locality” means the local suppliers and/or service providers that reside within the Municipal area and within the district boundaries.

“Large Enterprises” is a company with an annual turnover in excess of R50 million.

“Market Analysis” means a technique used to identify market characteristics for specific goods or services

“National Treasury” has the meaning assigned to it in section 1 of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

“price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

“Proof of B-BBEE status level of contributor” means the B-BBEE status level certificate issued by an authorized body or person

1) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or

2) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.

“Qualifying Small Enterprise (QSE)” is a company with a turnover between R10 million and R50 million

“Rand value” means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

“Region” means the district and/or West Coast District Municipality.

“Rural area” means-

1) a separately populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or

2) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival and may have a traditional land tenure system.

“Specific goals” means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as

published in Government Gazette No. 16085 dated 23 November 1994;

“SMME” means small, medium and micro enterprises namely Exempted Micro Enterprises and Qualifying Small Enterprises

“Tender” means a written offer in the form determined by a Municipality in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

“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;

“The Act” means the Preferential Procurement Policy Act, 2000 (Act No. 5 of 2000).



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“Youth” has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 3.3 Points scored will be rounded off to 2 decimal places.
- 3.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

3.6 POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid



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4 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.6 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	5	10
2	4	8
3	3	6
4	2	4
5	1	2
6	1	2
7	1	2
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of equity ownership must complete the Bid Declaration at the end of this form.

6. DECLARATION WITH REGARD TO EQUITY

6.1 Name of firm :

6.2 VAT registration number :

6.3 Company registration number :

6.4 TYPE OF FIRM

- ☐ Partnership
☐ One person business/sole trader
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....



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6.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

6.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account No:

Stand No:

6.8 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?

.....

6.9 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

*Indicate YES or NO

6.10 I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The points claimed is in accordance with the General Conditions as indicated in paragraph 1 of this form.



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(iii) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -

(a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct; and

WITNESSES

1.

2.

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....
.....



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9. 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:
 - 3.1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. 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.

4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <i>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i>	Yes	No
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	No



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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	No
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	No
4.5.1	If so, furnish particulars:		

5. 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			



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10. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids 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).⁴ Collusive bidding is a *per 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:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. 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
 - 3.3. 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:

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

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I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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:

⁴ 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.



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- 5.1. has been requested to submit a bid in response to this bid invitation;
 - 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 5.3. 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 consortium⁵ 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:
- 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)
 - 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6. 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.
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		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

⁵ 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.

**BERGRIVIER MUNICIPALITY****11. MBD 10 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES****DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003)**

I, _____, _____ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1) (d) (i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Bergrivier Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy (s) of ID document(s) and Municipal Accounts

If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

Signature	Position	Date



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12. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)

Bergrivier Municipality has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor.

In order to enter into this agreement, the following information is needed regarding the above-mentioned:

Contractor's registration number with the office of the Compensation Commissioner:

NOTE:

A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing must be handed in, in this regard.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



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13. FORM OF INDEMNITY

INDEMNITY

Given by (Name of Company) _____
of (registered address of Company) _____ a
company incorporated with limited liability according to the Company Laws of the Republic of South
Africa (hereinafter called the Contractor), represented herein by (Name of Representative) _____
_____ in his capacity as (Designation) _____
of the Contractor, is duly authorized hereto by a resolution dated _____ /20____, to
sign on behalf of the Contractor.

WHEREAS the Contractor has entered into a Contract dated _____ / 20____,
with the Municipality who require this indemnity from the Contractor.

NOW THEREFORE THIS DEED WITNESSES that the Contractor does hereby indemnify and hold
harmless the Municipality in respect of all loss or damage that may be incurred or sustained by the
Municipality by reason of or in any way arising out of or caused by operations that may be carried out
by the Contractor in connection with the aforementioned contract; and also in respect of all claims that
may be made against the Municipality in consequence of such operations, by reason of or in any way
arising out of any accidents or damage to life or property or any other cause whatsoever; and also in
respect of all legal or other expenses that may be incurred by the Municipality in examining, resisting or
settling any such claims; for the due performance of which the Contractor binds itself according to law.

SIGNATURE OF CONTRACTOR:	
DATE:	
SIGNATURE OF WITNESS 1:	
DATE:	
SIGNATURE OF WITNESS 2:	
DATE:	



PART B – SPECIFICATIONS AND PRICING DATA



Specifications:

16.1. Non-compliance to specification will invalidate your offer.

NB: Service providers are required to read and study the specification, its general condition of contract, as well as the instructions to them very carefully before submitting their offers.

Please note that it is the responsibility of the tenderer to do any site inspection etc. necessary to determine what is needed for the successful implementation of the proposed solution. Please note that all responsive tenderers may be requested to demonstrate the functionality of their proposed solutions to the tender offered. If not pass the demonstration the tenderer will be regarded as non-compliant.

16.2. Compliance with Specification

Tenderers shall submit with their tender a schedule listing clause-by-clause, specific details indicating compliance or non-compliance with the requirements of the Specifications of all three sections. Only fully compliant tender responses will be considered. Non-compliance or partial compliance to any part of the specification included herein will lead to automatic disqualification.

16.3. Background Information

Bergrivier Municipality require the provision and administration of a water- and electricity vending system for a 5-year period (ending 30 June 2031) which must be compliant with Standard Transfer Specifications (STS) & Water and Electricity Payment System (SANS).

The tender specification consists of two (2) sections namely:

- Section A – Vending System
- Section B – Vendor Management
- Section C – Meter Audit

Bergrivier Municipality requires a single supplier that meets the specifications of all three (3) sections above and supplies all the services related to all three (3) sections. Only bids providing pricing for three (3) sections will qualify.

16.3.1 Bergrivier Municipal area

At present Bergrivier Municipality electricity distribution area comprises of the following areas:

- 1. Porterville (CBD, Suburbs, Township)**
- 2. Piketberg (CBD, Suburbs, Township)**
- 3. Velddrif (CBD, Suburbs, Township) Velddrif & Dwarskersbos**
- 4. Aurora**
- 5. Redelinghuys**
- 6. Eendekuil**

Number and types of vending points

- 7- Online municipal cashier vending terminals (can increase to 9 terminals)
- 25 - 30 - Online 3rd party vending terminals

Several - aggregated 3rd party vendors with own hardware and networks (Shoprite, Spar, Checkers, Pick & Pay, etc.)



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Prepaid meters registered on the existing vending system

11,500 - Installed and active prepaid meters

The installation of prepayment water meters is currently out on tender and expected to be implemented in the near future. For this tender the pricing must only be for the vending for prepaid water.

Note: The installed base of the metering system increases on an ongoing basis.

16.4. General conditions of tender

16.4.1. Compulsory briefing meeting

The Tenderer must be represented at the briefing meeting by a person who is suitably qualified and experienced to comprehend the implications of the request in the tender. Should a Tenderer or his representative do not attend the briefing meeting, his tender offer will be disqualified.

16.4.2. This tender document must not be dismembered (Do not take it apart or put documents between its pages). The tender document and **all relevant specifications and attachments thereto must be binded together in a suitable binder. If the tender document is loose and unbanded the tender will be considered as non-responsive.**

16.4.3. Tenderers must have an accreditation to **SABS ISO 9001-2015**.

16.4.4. Bergrivier Municipality reserves the right to scale down on the Scope of Work in order for the tender value to fit into the available budget for each financial year. The evaluation of the tender offers will, however, be based on the full tender amounts as received.

16.4.5. No tender will be considered unless accompanied by a full description and technical details of the solution offered. Any special features shall be detailed.

16.4.6. During the technical evaluation stage all bidders that complies with all the pre-qualifications on section D2 of this tender will be requested to come to the Financial Department offices at Bergrivier at their own travelling expense to demonstrate the functionality of their fully integrated prepaid vending system. Bidders who do not demonstrate the functionality of their integrated prepaid vending system with the Municipality ERP system, will be regarded as non-compliant to the specifications and will not qualify for further evaluation. Only tenderers who can offer a fully integrated prepaid vending functional system, which can be demonstrated, will be considered.

16.4.7. The system offered shall compromise of a complete and fully functional integrated prepayment vending and management system including all the operating and database security needed to operate such a system. **The system must be fully integrated to the financial system of Bergrivier Municipality ERP system.** This included the daily update of all purchase transactions, arrears collections and units sold.

16.4.8. The minimum hardware, software and communications requirements on which to run the vending system shall be specified for all the different components of the system. The system shall vend on-line to all installed, existing and commissioned prepayment meters in the municipal area of supply.

16.4.9. The municipality shall be indemnified against patent infringement including any damages awarded, attorney costs and the cost of replacing the vending system should



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patent infringements be awarded against the municipality due to the successful renderers vending system.

16.4.10 The system shall be able to collect all municipal account payments at the vending points. The system shall interface with Bergrivier Municipality's billing system. See also 16.4.7 with regards to the integration of the vending system.

16.4.11 The system shall be capable of interfacing with Bergrivier Municipality's GIS and other 3rd party systems.

16.4.12 The vending system shall be operational on a 24 X 7 X 365 basis.

16.4.13 The setup period during the initial implementation stage must not be more than four (4) weeks. Setup period refers to the time it will take a successful bidder to fully setup the integrated prepaid vending system for customers to be able to purchase electricity, as well as automated arrears recovery via the prepaid vending system. Setup includes uploading the customer data into own vending system. **A full/detail timeline for the implementation must form part of the pricing schedule, and the successful tenderer will be held to this timeline. Failure to implement within this timeline will result in the cancelation of the tender, with immediate notice.** No extension will be granted on the setup time.

Section A: Vending System

1. Background

Bergrivier Municipality currently uses Ontec Vending System for the sale of pre-paid electricity.

2. Scope

Supply, installation and maintenance of a complete fully integrated prepayment vending and management system using an on-line, web-based architecture to vend tokens in a secure and efficient way with the system hosted at the service providers hosting facilities.

3. Applicable Standards

Only tenderers that meet ISO Standards IEC 62055-xx; STS Part 1,2 and 3; NRS 009-2-1:1998; NRS 009-2-2:1995; NRS 009-6-10; ISO 8583; IEC 61968; ISO 27001; ISO 9001 together with the specifications / requirements as detailed below will qualify for further evaluation.

Applicable standard(s)	Description	Certification needed
IEC 62055-xx	Electricity Payment Metering Systems	STS2 Compliance Certificate for the system offered and the STS membership Certificate in the name of the Bidding Company. The Standard Transfer Specification (STS) Certification on Edition 2, IEC 62055-41, Ed3, STS600-8-6 including Electricity and Water, time and currency vending in the name of the Bidding company required
STS Part 1,2 and 3	Standard Transfer Specification	



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NRS 009-2-1:1998	Electricity sales systems - Part 2: Functional and performance requirements - Section 1: System master stations	An XML vend compliance letter from Eskom confirming XML Vend Compliance and at least one aggregator confirming letter that the Bidding company or a company within the Group of its Holding company, has successfully integrated with the aggregator to vend prepaid electricity and water tokens
NRS 009-2-2:1995	Electricity sales systems - Part 2: Functional and performance requirements - Section 2: Credit dispensing units.	
NRS 009-6-10	(Online XMLVend 2.1) the NRS Standard for on-line communication between Vending Servers and Vending Clients	
ISO 8583	Financial transaction card originated messages — Interchange message specifications	The municipality requires two (2) documents to be submitted in order to comply to this specification. A PCI (Payment Card Industry) Certificate of compliance in the name of the bidding company or a company within the Group of the Holding Company and a Letter from one of the banks which confirms that the integration between the bank merchant system and the system in the name of the bidding company or company within the Group of its holding company, complies with ISO8583 message specification for all electronic payment card originating transactions messages.
IEC 61968	Common Information Model (CIM) Standard	
ISO 9001:2015	Quality management systems	ISO Certificate for Revenue Collection, Tamper Management and Vendor Support Services in the name of the bidding company or a company within the Group of its Holding Company.
ISO 27001	Information Security Management Systems (ISMS)	ISO Certificate for an international standard for managing information security in the name of the bidding company or a company within the Group of its Holding Company.



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4. Technology and Platform (Shane Lesch)

4.1 Software Architecture

The online vending system software shall be Java based with support for the latest version of the Java Runtime Environment. The system shall employ the latest version of the Apache Tomcat Web Server and database software that is platform agnostic. It shall be possible to deploy to software on any major operating system like Windows® or any Linux distribution.

4.2 Database

4.2.1 The system shall operate on a relational database technology.

4.2.2 It must be possible to run the software on Microsoft SQL.

4.2.3 The database technology must be able to run on all operating systems, Microsoft Server and Windows.

4.2.4 The design of the database shall be such that it conforms to the following Relational Database Management System (RDBMS) rules:

- i. All information shall be represented only in tables.
- ii. Each atomic value must only be accessible by combination of table name, primary key and column name.
- iii. All Nulls must be systematic treated within the RDBMS.
- iv. An on-line data catalogue must be maintained by the RDBMS.
- v. A comprehensive data sub-language must exist, supplementing standard SQL.
- vi. High-level *Insert*, *Update* and *Delete* functionality must exist within the RDBMS.
- vii. Both physical and logical data independence must be maintained by the RDBMS.
- viii. A low-level language shall not subvert or bypass the RDBMS high-level language.

4.2.5 The database shall allow concurrent users to access data on a central database from various online terminals.

4.2.6 The RDBMS shall allow for automated triggers to be set on any database field, prompting for a function to be executed. This ensures data integrity, auditability and data completeness.

4.2.7 The database shall allow for multi-version consistency. This means that “writers must not block readers and readers must not block writers” to ensure data integrity. The requirement is that “readers do not block writers and writers do not block readers”. In other words, the reader will see the data as it was before the writer began changing it, and until the writer commits. A less mature locking scheme will result in many delays/waits in the foreseen heavy OLTP (Online Transaction Processing) environment.



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4.2.8 The database shall be fully ACID (atomicity, consistency, isolation, and durability) complaint.

4.2.9 The database shall not allow the escalation of row locks to page level locks when too many rows on a page are locked. This locks rows that are uninvolved in any updates for no good reason.

4.2.10 The database shall allow the following:

i. Control of sorting, for optimal memory allocation.

ii. Control over SQL caching, again for optimal memory allocation.

iii. Control over storage/space management to prevent fragmentation. Pages (blocks) and extents shall not be fixed to a certain size. The database shall allow the specification of larger extents to ensure contiguous space for large objects.

iv. Range partitioning of large tables and indexes. For example, a large 100GB table shall be allowed to be seamlessly partitioned at the database level into range partitions. This requirement will allow Bergrivier Municipality to effectively store any historic data – for instance, the transaction table can be partitioned into monthly partitions. Partitioned tables and partitioned indexes give performance and maintenance benefits, whilst being transparent to the application.

4.2.11 The database shall support a JAVA database engine, enabling future application integration.

4.2.12 The database shall have programming interfaces for Java and .Net.

4.2.13 Stored Procedures must be precompiled before executed. This will negate any significant system overhead, especially in consideration of the diverging business rules for prepayment and associated debt collection.

4.2.14 The database shall allow the reading of, and writing to, external files via Stored Procedures, ensuring ease of system integration.

4.2.15 Tenders shall supply independent, documented proof to substantiate conformance to these aspects.

Database Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
4.2.1	The system shall operate on a relational database technology.			
4.2.2	It must be possible to run the software on Microsoft SQL.			
4.2.3	The database technology must be able to run on Microsoft Server and Windows operating systems.			
4.2.4	The database design shall conform to recognised RDBMS rules.			



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4.2.4.i	All information is represented only in tables.			
4.2.4.ii	Each atomic value is accessible only via table name, primary key and column name.			
4.2.4.iii	All NULL values are systematically treated within the RDBMS.			
4.2.4.iv	An online data catalogue is maintained by the RDBMS.			
4.2.4.v	A comprehensive data sub-language exists, supplementing standard SQL.			
4.2.4.vi	High-level INSERT, UPDATE and DELETE functionality exists within the RDBMS.			
4.2.4.vii	Physical and logical data independence is maintained.			
4.2.4.viii	Low-level languages cannot subvert or bypass the RDBMS high-level language.			
4.2.5	The database allows concurrent multi-user access from online terminals.			
4.2.6	Automated triggers can be set on any database field to enforce integrity, auditability and completeness.			
4.2.7	The database supports multi-version concurrency control (readers do not block writers and vice versa).			
4.2.8	The database is fully ACID compliant (Atomicity, Consistency, Isolation, Durability).			
4.2.9	The database does not allow escalation of row locks to page-level locks.			
4.2.10.i	Control of sorting for optimal memory allocation is supported.			
4.2.10.ii	Control over SQL caching for optimal memory allocation is supported.			



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4.2.10.iii	Storage and space management prevents fragmentation and supports variable block and extent sizes.			
4.2.10.iv	Range partitioning of large tables and indexes is supported and transparent to the application.			
4.2.11	The database supports a Java database engine for future integration.			
4.2.12	Programming interfaces are available for Java and .NET.			
4.2.13	Stored procedures are precompiled before execution.			
4.2.14	Stored procedures can read from and write to external files.			
4.2.15	Independent, documented proof of compliance is supplied.			

4.3 Operating Systems

4.3.1 All workstation applications shall operate on a Windows 10 or greater platform. No legacy DOS-based support shall be acceptable.

4.3.2 The vending server shall operate on Standard Windows Server 2016 or higher.

4.3.3 The database must be operable on any platform, including Windows®.

4.3.4 All system functions shall be accessed via a user-friendly Graphical User Interface.

Operating Systems Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
4.3.1	Windows 10+ workstation support			
4.3.2	Windows Server support			
4.3.3	Multi-platform database			
4.3.4	Graphical user interface			

4.4 Hardware

4.4.1 All components of the system shall operate on a standard, readily available, PC-based machine with no special modifications required to any parts.



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4.4.2 The tenderer shall supply an STS6 compliant security module server solution which operates over a TCP/IP connection.

4.4.3 The STS6 compliant security modules must be able to perform 400 to 800 transactions per second and must have dual network cards for redundancy.

4.4.4 The STS6 compliant security modules must be able to store tokens generated on the security module device directly, separate from the vending database. **Proof from the security module supplier/manufacture confirming that the security module complies with 4.4.3.& 4.4.4 of this specification and a technical brochure must be provided / attached to the bidder's tender submission.**

4.4.5 The tenderer shall supply all hardware (new) required.

4.4.6 The tenderer shall offer a hosted server hardware solution, and the hardware shall be hosted in a Tier level 3 (three) certified Data Centre.

Tier level confirmation of the server solution needs to be included into the tender submission.

The Tier level 3 (three) core requirements are as follows:

- 99.9% Uptime
- No more than 1.6hours of downtime per year
- N+1 fault redundancy providing at least 72 hours power outage protection
- The municipality will request SOC1 and SOC2 reports as required

A separate off-site backup Datacentre site, at a site determined by the Tenderer must also be maintained. Both Datacentre's should incorporate industry norms and practises with regard to protection security and redundancy, proof of which should be made available upon request.

Hardware Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
4.4.2.2	Transaction throughput			
4.4.2.3	Dual NIC redundancy			
4.4.2.4	Token storage separation			
4.4.3	New hardware supplied			
4.4.4	Tier III data centre			

4.5 Communication

4.5.1 The system shall be configurable to operate online.

4.5.2 The system shall use a TCP/IP communication layer supporting mobile data networks (GPRS,3G, LTE, 4G & 5G).

4.5.3 The communication between Point-of-Sale device and the server shall be secured via SSL certificates.



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4.5.4 Communication must be able to change to a different source should any form of communication go down. The system must be 24x7x365 online.

Communication Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
4.5.1	TCP/IP & mobile networks			
4.5.2	SSL & failover			

4.6 Data Model

4.6.1 The underlying data model used by the system shall be tested to conform to the standard of a so-called third generation system. This means that the data model shall be capable of the following:

- A *Usage Point* shall be supported which is independent from a *Location*, *Meter* and *Consumer*.
- The tariff shall not be connected to a *Meter* or a *Consumer* but shall rest with the *Usage Point*.
- The data model shall allow for the definition of hierarchical *Nodes* in order to simulate a distribution network.
- The data model shall allow for WGS-84 GPS coordinate definition with all locations.
- The data model shall accommodate, for enhanced management purposes, possible additional resources like prepaid water (if and when required).
- The data model shall accommodate meter readings for reading of any meter type.
- The data model shall accommodate for a configurable hierarchical grouping structure for Usage Points and meters.
- The data model shall conform to the Common Information Model (CIM) data model.

Data Model Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
4.6.1	Third-generation data model			

5. Integration and Interface Requirements

5.1 File based integration

The system shall be able to facilitate file-based integration via a purpose-built application. This application shall be able to extract or import data according to dynamically defined business rules. This application shall also be able to manage and track processed data, regenerated files and enable additional file layouts as required. **All file transfers must be hosted via a secure FTP protocol**



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5.2 Web services-based integration

The system shall be able to facilitate web services-based integration via a purpose-built application. This application shall be able to extract or import data according to dynamically defined business rules.

5.3 Must integrate with the financial system on a daily basis to exchange the following data:

- Daily Synchronisation of prepaid and arrear collections
- Daily Synchronisation of Debtor Account detail
- Daily Synchronisation of meter information
- Monthly synchronisation of Free Basic Service Tokens

Integration and Interface Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
5.1	File-based integration			
5.2	Web services integration			
5.3	Financial system integration			

6. Operational Requirements

6.1 Critical Performance Parameters

Note: All Tenderers will be required to demonstrate the following capability on demand:

6.1.1 The software and database shall be able to accommodate, with no special changes other than hardware scaling, more than 1 million consumer records and 100 million transaction records from the main server.

6.1.2 The software and database shall have no limitation on the number of named users and workstations it can accommodate.

6.1.3 The online system shall be scalable to transact 30 requests per second.

6.1.4 A standard vending operation shall be less than 15 seconds from request to completion token printing or programming.

6.1.5 Thin client architecture shall require less than 32kb/sec to be functional over the stated network as per 4.5.2.

Operational Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
6.1	Performance scalability			



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6.2 Languages & Currency (Localization)

6.2.1 The system shall accommodate multiple languages on the same machine.

6.2.2 The system shall have a tool to facilitate the translation of the software. This tool shall be demonstrated and supplied on demand.

6.2.3 The system shall allow for the configuration of any currency, including the adjustment of multipliers and decimal points.

Languages & Currency (Localization) Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
6.2	Localisation			

6.3 Online Customer Contract Management

6.3.1 The system shall have the ability to perform online customer contract management via any standard web browser.

6.3.2 The following functionality shall be available via the online Customer Contract Management web application:

- Creating new Customers and Customer Agreements
- Creating new Usage Points and location details
- Updating Customer and customer agreement details
- Updating Usage Point and location details
- Link Customers, Usage Points and Meters
- Perform Advanced Customer, Usage Point and Meter data lookups

6.3.3 The system shall support multiple customer agreements to be associated with a single customer.

6.3.4 The system shall support multiple Usage Points with a meter per customer location.

6.3.5 Management of Customer Contracts shall be carried out through a single online take-on web page via any standard web browser.

6.3.6 The Customer Contract Management System shall accommodate the saving of uncompleted contracts whilst these customers will not be able to vend.

6.3.7 The system shall have the ability to logical separate Usage Point data. It should be possible for the municipality to define the logical grouping of the Usage Points, and it must be possible to



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specify multiple hierarchical grouping levels. It should be possible to report according to the defined grouping levels and restrict user access according to the defined grouping levels.

6.3.8 The system shall have the ability to automatically block a customer after the customer has made a given number of purchases or purchase a set amount in Rand. A message stating the amount remaining or number of transactions remaining before the customer is blocked shall be printed on the credit token.

Online Customer Contract Management Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
6.3	Customer contracts			

6.4 Online Meter Engineering Operations

6.4.1 The system shall have the ability to generate engineering tokens (Replacements, Clear Tamper, Clear Credit, Power Limit, Supply Group Key Change, Tariff Index Key Change) online via any standard web browser.

6.4.2 The system shall have the ability to automatically issue Key Change Tokens at the Point of Sale upon first purchase by the customer.

6.4.3 The system shall have the ability to send engineering tokens, including Free Issues to any cell phone number via SMS.

6.4.4 The system shall have the capability to collect meter readings on an on-demand basis or a reading schedule.

6.4.5 The system shall have the ability to collect and store load profile data and register reads.

6.4.6 The system shall have the capability to receive and store meter alarms and events.

6.4.7 The system shall have the ability to automatically resolve load profile gaps.

6.4.8 The system shall display non-meter specific engineering tokens (Test load switch, Display KRN, Display TI, Display maximum power limit, etc.)

Online Meter Engineering Operations Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
6.4	Engineering operations			

6.5 Online Auxiliary Account Management

6.5.1 The system must have the ability to manage customer specific auxiliary accounts online via any standard web browser. This functionality shall include the creation of auxiliary account types and the definition of the account details such as account balance and charge schedule. This must be part of the fully integrated vending system. More than one (1) percentages type must be implemented for different types of outstanding accounts. For example, 90% on normal



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outstanding accounts and 75 % on arrangement accounts. (This can vary from time to time according to Council resolution).

6.5.2 The system shall have the ability to automatically create an auxiliary account when a free issue token is supplied to a customer.

Online Auxiliary Account Management Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
6.5	Auxiliary accounts			

6.6 Online Meter Asset Management

6.6.1 The system shall have the ability to receive bulk meters into a store location as well as the ability to move meters between locations online via any standard web browser.

6.6.2 The system shall accommodate 13-digit STS meter serial numbers.

6.6.3 The system shall support multiple resources, i.e. Electricity and Water.

6.6.4 The system shall support multiple metering technologies i.e. Smart Metering, Automatic Metering Reading and STS (token-based prepayment).

Online Meter Asset Management Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
6.6	Meter assets			

6.7 System Security

6.7.1 The system shall have the ability to define online users, user roles and user specific role processes online via any standard web browser. A facility must exist for Reviewing user access permissions, and User and administrator activity monitoring

6.7.2 Database security governing low- and high-level database access shall be via a proven technology and applied at both database and application level. Access must follow a “principle of least-privilege” approach, whereby all access is revoked by default and users are only allowed access based on their specific requirements

6.7.3 The system shall allow for the addition of an unlimited number of named operators.

6.7.4 Security shall be adjustable to allow for individualized access to any field within the database.

6.7.5 Communication between points of sale/super vendors and vending server shall be secure by making use of SSL certificates.

6.7.6 The systems must establish an audit trail to log all attempts to alter or edit electronic records and their metadata.



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6.7.7 Access controls must protect records against unauthorized access and tampering.

6.7.8 The system must ensure that electronic records, that have to be legally admissible in court and carry evidential weight, are protected to ensure that they are authentic, not altered or tampered with, auditable and produced in systems which utilize security measures to ensure their integrity.

6.7.9 The Promotion of Access to Information Act, Act No. 2 of 2000, gives effect to the right to access personal information held by the Municipality and must be complied with.

6.7.10 The Protection of Personal Information Act, Act No. 4 of 2013, gives effect to the right to privacy and must be complied with.

6.7.11 The successful bidder will be required to comply with the approved ICT and related policies and procedures of the Bergrivier Municipality.

System Security Requirements Compliance Response				
Ref	Requirement	Compliant (Yes/No)	Evidence Reference	Comments
6.7	Security & compliance			

6.8 Water and Electricity Prepayment Vending

6.8.1 Transactions

6.8.1.1 All transactions shall be itemised to such a nature that taxes, levies, standing charges, arrears and services are all created through individual rows in the database.

6.8.1.2 Any rounding errors of kWh beyond the first decimal shall be recorded in the database as separate transaction rows to ensure effective reconciliation.

6.8.1.3 System transaction reversals shall; (At the discretion of the Municipality).

i. be effected with full traceability of the reversal.

ii. shall be traceable to an operator.

iii. shall reverse an entire transaction batch consisting of taxes, levies, auxiliaries and resource amounts on the system and

iv. Have the option of being disabled or enabled for specific vendors.

6.8.2 Vending Operation

6.8.2.1 The system shall be capable of vending STS6 Edition 2 compliant prepayment credit and engineering tokens.

6.8.2.2 The system shall be certified by the STS association as being Vending, Engineering and Key Change Management compliant

6.8.2.3 Vendors shall have the ability to perform a consumer lookup through meter number, address or name.



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6.8.2.4 The system shall be capable of allowing transaction re-prints and reversals, without compromising the integrity of transactions and subject to appropriate security.

6.8.2.5 The vendor shall have the ability to look up the transaction history of a relevant consumer.

6.8.2.6 The system shall be capable of vending free electricity grants:

Free Basic Electricity (FBE) Tokens also known as an Electricity Base Support Services Tokens (EBSST).

6.8.2.7 The system shall have the ability to calculate and display cash change to the vendor.

6.8.2.8 The system shall have the ability to interface with various Head-End systems to facilitate Thin Prepayment.

6.8.2.9 The system shall provide for the following types of payment:

- Cash
- Credit Card
- Debit Card
- Bank Transfer

6.8.2.10 The system shall allow bulk blocking of prepaid meter numbers and should allow the system operator to define the reason(s) for blocking such meter.

6.8.3 Vending Management

6.8.3.1 The system shall allow for the definition of independent banking batches, sales batches and shift batches to accommodate various levels of operators.

6.8.3.2 The system shall allow for the automated or manual sign-off of banking batches from a central point and must be numbered in numerical order. Even with no sales in a batch the numerical numbers **must** follow.

6.8.3.4 The system shall allow for both upfront and deposit-based credit management mechanisms. In the case of upfront vending, vendors shall have pre-defined, replenishable credit limits limiting the exposure at certain outlets. The option shall exist to update credit limits automatically or manually. Except the municipalities limits all other limits will be managed by the tender, at their own risk.

6.8.4 Tokens and receipts

6.8.4.1 The system shall give users the ability to easily define customized token/receipt templates.

6.8.4.2 The system shall accommodate multiple receipts. It shall include but not be limited to auxiliaries, credit token and system reversals receipts.

6.8.4.3 The Municipal VAT number (**4000846172**) should be displayed on all tokens (Printed & / or digital). Other detail as on the vending system, name VAT number etc must also be able to print on the token.

6.8.4.4 Municipal customers enabled to receive Free Basic Electricity (FBE) should be able to claim their FBE tokens using a USSD code. Charges associated to use of the USSD code will be carried by the customer.



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6.8.5 Auxiliaries

6.8.5.1 The system shall have the ability to collect arrears from the consumer by leveraging the prepayment transaction according to a unique formula for each consumer. i.e. the arrears should be collected as a percentage of the total amount owing or as a whole amount in Rands.

6.8.5.2 A consumer's unique collection profile shall be automatically updated by the system based on historic payments made.

6.8.5.3 The system shall interface seamlessly with the municipality's financial system to aid to transfer of debtor accounts. This integration must be automated and done on a daily basis. This function must be monitored by the tenderer on a daily basis and any issues must be reported immediately to the Revenue Manager.

6.8.6 Pricing Structure

6.8.6.1 The municipality shall have the ability to customize the pricing structure at will.

6.8.6.2 A pricing structure shall accommodate an unlimited number of tariffs, debt and charges rules and calculations.

6.8.6.3 The system shall accommodate block tariffs with an unlimited number of kWh- based blocks.

6.8.6.4 Unique tax and fixed charges profiles shall be definable for each tariff block.

6.8.6.5 Tax and fixed charge blocks independent from tariff blocks shall be definable according to monthly monetary value transacted, or kWh bought.

6.8.6.6 The system shall have the ability to set future activation dates for tariff changes. The tariff must be automatically activated at the specified date.

6.8.7 Online Vending

6.8.7.1 Online vending on a PC Point of Sale shall take place through a thin client. (No Open-end vendors allowed)

6.8.7.2 The system shall allow for vending through mobile points of sale.

6.8.7.3 Online vending from various vending partners like banks and shopping retailers shall be available.

6.8.7.4 All messages shall be via the self-defining, open-standard XML protocol.

6.8.7.5 The system shall support the latest version of the NRS009-6-10 XMLVend specification.

6.8.7.6 The online transaction processing infrastructure shall have unlimited scalability with hot-swappable redundancy.

6.8.7.7 Under no circumstances will a service provider be allowed to charge end-consumers extra "convenient fees". The rate to be charged to the municipality should be all-inclusive. Prepaid tariffs are regulated, and no extra charges are allowed.

6.9 Meter Life Cycle Tracking



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6.9.1 The system shall be able to track the history/location of a meter from the time it is delivered to/between stores to when it is installed at a Usage Point until it is finally scrapped.

6.9.2 In order to facilitate meter life cycle tracking, the system shall accommodate at least the following location types:

i. Inventory Store

ii. Usage Point

6.9.3 Again in order to track meter life cycle, the system shall further allow for the following modes of operation:

i. In store, inactive

ii. Installed and active

iii. Installed and inactive

7. Queries

7.1 The vending management system shall have a web-based query executor for displaying general query results on a grid.

7.2 It must be possible to export the query results to Microsoft.

8. Reporting

A Monthly Management report must be submitted to Bergrivier Municipality by not later than the 3rd working day after calendar month end and should contain at least the following:

- Management Summary.
- Transaction Summary.
- Free Basic Water.
- Free Basic Electricity
- Debt Collected.
- Engineering Tokens issued.
- Free Issue Tokens
- User access report
- Number of consumers per Tariff listing.
- Total sales per tariff listing

Further to this the vending management system shall have the capability to interface with reporting applications supporting customizable reports.

The following complex reports shall come standard with the vending system:

Management Summary

Transaction Summary

Free Basic Electricity



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Revenue Reporting

6-month revenue history

12-month revenue history

Geographical sales

Geographical sales summary

Management summary

Tariff sales

Tariff sales summary

Terminal sales report

Vendor sales summary

Vendor sales

Vendor sales by operator

Tokens cancelation, per user

Auxiliaries (DEBT) Reporting

Debt summary per area

Debt overview

Customer Reporting

Customer & meter search

Customer & meter search with debt

Customer per status list

Engineering Reports (must have a reference per token)

Active meter summary and details

Free issues with operator name (will be supplied) **Limited to 200KWH per transaction with a reason for issue (compulsory)**

Installed meter summary

Load limit per user

Key changes per user

Revenue Protection Reporting

Meter never purchased

Meter per status and location

Zero / Low purchase report

Number of customers purchasing less than a specified number of kWh per month

Debt statistics:

✓ Outstanding debt balance



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- ✓ Loaded debt
- ✓ Collected debt total/vendor
- ✓ Manually cleared debt
- ✓ Debt loadings report
- ✓ Block meters with outstanding debt

Movement history per meter

Meter changes

Electricity purchased per Suburb

Total meters installed per Suburb

User audit trace

List of customers selected by street name or a portion of the address

List of disconnected meters by disconnected reasons in a date range

List of disconnected meters by town

List of disconnected meters by POC (point of connection)

Blocked meters on system

Annual financial year end report of calculation of electricity sold but not yet used by 30 June – to be supplied no later than 15th July of each year

Actual active meters on the system as on 30 June of each year

The tenderer will provide an optional service where the municipality can request custom reports to be designed.

9. Geographical Information System

9.1 It is envisaged that a Geographical Information System will be linked/incorporated into the prepayment database in the near future. The proposal should describe how the solution would cater for such GIS integration.

9.2 Certain data elements in the prepayment metering system must be able to store GPS coordinates as attributes. These include the location of a meter as well as the Usage Point of a meter.

10. Vending Gateway

10.1 The system should include as an additional option the capability to direct transaction requests from vending clients to different services databases.

10.2 The transaction switch should include a billing system where different commissions for different services as well as vendors could be calculated.

10.3 The transaction switch should include vendor credit limits that will only allow a vendor to sell services if a positive credit is maintained.



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10.4 The transactions switch should either include, as an option, or be able to integrate to an electronic fund transfer (EFT) switch to facilitate credit card payments.

10.5 The EFT option should include a secure web site for selling services.

10.6 The transaction switch should allow for mobile points of sale to connect to it. This will be achieved by allowing various suppliers of mobile technology to integrate to the transaction switch.

10.7 The transaction switch will allow SMS (GSM) based messages to transact with the switch.

10.8 In addition to conventional payment methods, the system should support a voucher payment mechanism in the on-line mode of operation.

10.9 Where the system generates its own vouchers, customizable vouchers should be printed with unique voucher numbers.

10.10 The system should be able to reserve and expire vouchers as and when it is redeemed for resources.

11. Vending Channels

11.1 The following vending channels shall be implemented:

Vending clients:

Windows PC

Retail Shop

Cell phone vending

Web based vending (Internet)

ATM

Engineering clients:

Windows PC

Web based

End Consumer Portal (Gateway Portal)

12. Online Retail and Vending Administration

12.1 The system shall have the ability to manage retailer accounts online.

12.2 This includes adding, removing and editing retailers, operators, terminals, available networks and accepted payment methods.

12.3 It shall also allow transferring and adjusting retailer funds and accepting retailer deposits.



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12.4 The system shall have the ability to add, remove and edit vouchers online. (Subject to Municipal approval, if required)

12.5 The system shall have an online facility for reconciling between client records, EFT records and service provider records.

12.6 The system shall have the ability to remotely update point of sale software remotely.

12.7 The system shall provide a facility to assign sales agents to vendors and automatically calculate the agent's commissions based of sales.

12.8 It shall be possible to manage several vendors as a group. A dedicated web application with limited access shall be available for users to manage the vendor groups.

13. System Hardware

Minimum hardware that needs to be provided by bidder:

- Hosted Master Database Server – 1
- Hosted Management Server – 1
- Hosted Reporting Server – 1

Servers must have the capacity to operate and successfully execute the requirements stated in this tender.

- Municipal Online Point of Sale – 7 (can increase to 9 POS in due time)
- Vendor Online Point of Sale - 27

Optional additional hardware that needs to be provided if/when needed:

- Token Printers – 7

13.1 The tenderer shall provide and install all the necessary hardware needed to operate the vending system and shall maintain and upgrade the hardware during the contract period. Ownership of all on site hardware, exclusive of servers, will revert to the municipality at the end of the initial contract period or in the event of a contract breach. There will be no cost implication to the municipality. **If compatible the software can be installed on the municipal hardware at the Municipal POS. It is the responsibility of the tenderer to determine this in advance. The option utilised by the tenderer must be clearly indicated in the tender document.**

13.2 All components of the system shall operate on a standard, readily available, PC-based machine with no special modifications required to any parts. Brand-name systems will be the preferred option. The PC's will be utilised for additional purposes e.g. receipting, emails, if required.

13.3 POS (Point of Sale) terminals can be either PC or Mobile terminals that comply with the hardware and software requirements. These terminals shall be submitted for approval by the municipality.



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13.4 Encryption cards and security modules shall be centralised in a secure hosted central environment to ensure the security of the system.

13.5 All servers shall have the necessary redundancy. The necessary backup facilities will also be provided. The tenderer shall provide a secondary vending site for disaster recovery purposes. The tenderer shall provide a detailed disaster recovery plan to the municipality for approval. This must be attached to the tender.

13.6 Printers to adhere to following specifications:

YES	NO
Print speed	200mm/sec
FONTS & STYLES	200mm/sec
Print Speed receipt	200mm/sec
Print Speed	ANK
Printing Font	95 Alphanumeric, 18 set International, 128 x 43
Character set	Graphic
Characters per Inch	22.3 cpi / 16.9 cpi
Dot density	203 dpi x 203 dpi
Printing Characters	Text (incl. Euro symbol), Graphics, Barcode
INTERFACES	USB 2.0 Type B, RS-232, Ethernet Interface
Interfaces	(100 Base-TX / 10 Base-T), Drawer kick-out
POWER	PS-180 & EURO AC cable, PS-180 & UK AC
Power Supply	cable
Power Consumption	Standby: 0.1 A, Mean: 1.8 A
Operating voltage	24 V
GENERAL	140 x 199 x 146 mm (Width x Depth x Height)
Product dimension	1.7 kg
Product weight	Epson dark Grey
Colour	Operation: 55 dB (A)
Noise Level	Horizontally
Installation	D.K.D. function (2 drivers)
Interface connectors	Operation 10% - 90%, Storage 10% - 90%
Humidity	
YES	NO
DATA BUFFER	4 kb or 45 Bytes
Data Buffer	
OTHER	
Warranty	24 months Carry in

14. System Software

14.1 The tenderer shall provide and install the necessary software and operating systems needed to operate the vending system and shall maintain and upgrade the software during the contract period.

14.2 Ownership of all PC based software will revert to the municipality at the end of the initial contract period or in the event of contract breach. There will be no cost imposition.

14.3 The tenderer shall be responsible for the migration from the current system to the new system. No downtime will be allowed for the migration between the two systems.

14.4 The tenderer shall be responsible for all licensing and upgrade cost during the contract period.



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14.5 The tenderer shall be responsible for the exporting/transferring of all data in a specified format in the event that the municipality should change to new software at the end of the contract period.

14.6 Should migration be necessary on the onset or during commissioning of the system, all cost is for the tenderer.

14.7 The tenderer shall provide training on all elements of the system for all the different user groups and vendors.

14.8 The tenderer shall provide on-site support for the initial implementation of the system and a 24 x 7 x 365 comprehensive support service and help desk for the contract period.

15. Arrears recovery

15.1 There shall be a direct interface with the billing system so that arrears collected can be posted directly to the relevant account in real-time or via batch entry at a user selectable delay on the billing system.

15.2 The details of all arrear amounts collected, and service accounts paid for the current transaction shall be individually listed on the transaction receipt handed to the customer at the point of sale.

15.3 Data should be imported directly from the billing system into the tenderers system where data will be managed to block and unblock consumers. Full list of all arrears shall be exported daily to the tenderers system via a secure FTP Setup (Show detail of how your FTP integration works.)

15.4 Automated updated of the arrears through the FTP setup must be done daily at 00H00 and it is the tenderer responsibility to ensure that this update is done daily. Any issues must be reported immediately to the Revenue Manager.

16. End Consumer Portal (including a Payment Gateway)

16.1 The tenderer shall provide the municipality with a module that specifically service the end consumer directly via an online portal which the end consumer should access through PC and/or mobile web browser and/or an Android application.

16.2 The End Consumer Portal should allow the end consumers to access a wide variety of features for their Usage Point.

16.3 End Consumers should be able to register via a secure password that is consumer specified.

16.4 Upon registering, the end consumer should at a minimum supply the following information:

- A unique username
- Title
- First and Last Name
- Contact details which includes email address and mobile number

16.5 The terms and conditions for the use of the End Consumer portal shall be clearly visible and must prompt the end consumer to accept the terms and conditions before registration is completed.



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16.6 An automated activation email should be sent to the end consumer's Email which allows the consumer to activate his account before he can use the portal.

16.7 End consumers must have the ability to update their information, reset passwords and register and update meter information.

16.8 Through this portal end consumers registered on the Vending System and the End Consumer Portal should have the ability to:

- View sales history.
- Pay for and receive tokens dispensed by the vending system through a Payment Gateway which should be included in the End Consumer Portal.
- View usage profiles.
- View meter readings (where applicable).
- Display alerts.
- Display faults to the end consumer and provides the end consumer with the ability to log faults.
- Configure alert thresholds.

16.9 A secure Payment Gateway must be included in the solution which will allow end consumers to make secure credit card or instant-EFT payments and manage and track these payments, only for prepaid electricity purchase.

16.10 Through this portal, end consumers must have the ability to send queries about their Usage Point to the municipality by email.

17. Workforce Management Portal

17.1 The tenderer shall provide the municipality with a web-enabled module that provides the municipality with the ability to manage its workforce and automate critical business processes. Typical business processes must include but not limited to:

- Meter Installations
- Meter Replacements
- Conversions
- Field audits
- Meter Disconnections

17.2 The Management Portal should allow the municipality to define their own business to processes.

17.3 The execution of these business processes shall be in real time.

17.4 The Management Portal must include a mobile application to allow field operators to perform the following actions:

- Field audits for residential and commercial customers.
- Auditing of meter assets and network infrastructure.
- Targeted audits like tamper investigations.
- Disconnection of electrical metering.



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17.5 The Management Portal must store all audit evidence and must be easily accessible by the municipality's management team. Such audit evidence must include the audit findings, photos and vending profiles. The audit evidence shall be exported into both excel and pdf formats

17.6 The Management Portal and mobile application shall not be device or platform specific. It should be possible to operator the software on both Microsoft Windows platform and well as an Android platform.

17.7 The Management Portal shall include a geographical view of all related field works.

18. Data Ownership

18.1 All the information on consumers and related info in the databases will remain the property of the municipality at all times and will not be disclosed as a whole or in part to any third party without the express permission of the municipality.

18.2 Any data archived and warehoused on behalf of the municipality shall be accessible at any time by the municipality or its appointed auditor.

The Promotion of Access to Information Act, Act No. 2 of 2000, gives effect to the right to access personal information held by the Municipality and must be complied with.

The Protection of Personal Information Act, Act No. 4 of 2013, gives effect to the right to privacy and must be complied with.

All information must be stored securely and may not be used for any other purpose. The tenderer will ensure a safe environment for this data.

In the event that the tender is terminated or lapse, access to the information must be available for a minimum period of six (6) months after the date of termination of the tender. It is the responsibility of the tenderer to ensure that the information is as on the day the tender expired, and no data may be tampered with.

19. Training

The tenderer shall provide system training on all software at the tenderer's dedicated training facility. All training for the duration of the tender must be included in the pricing, and available if and when requested.

20. System Costs

20.1 The method of payment will be a monthly fee based on the number of active prepayment meters on the system, depending on a formal service level agreement. **The SLA must be drafted by the appointed tenderer within 30 days after appointment.**

20.2 A service level agreement will be entered into by Bergrivier Municipality and the tenderer for a period of 5 years and shall clearly stipulate issues like:

- o Hardware and software upgrade and ownership conditions
- o Communication up- and downtimes and reliability
- o Level of support and response times
- o Training
- o Performance levels and penalties



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- o Data ownership additions
- o Exit and termination conditions
- o Insurance of Hardware, software and communications

20.3 The tenderer shall list the following components and give a detail specification thereof in order to enable a fair comparison of tenders offered:

- Hardware
- Software
- Communication
- Support
- Training
- Insurance cost

21. Declaration

I, the undersigned, certify that the information provided is true and correct and that the proposed solution complies with the stated operational requirements.

Company
Authorised
Designation:
Signature:
Date: _____

Name: _____
Representative: _____

Section B: Vendor Management

1. Scope

The complete management of contracted 3rd party vendors on behalf of the municipality.

2. Details of specification

2.1 Vendor management

The tenderer shall be responsible for the following, **and may not be delegated to any other party without written approval of the Municipality:**

2.1.1 Setting up guidelines for appointing and contracting with existing and prospective vendors and compiling of agreement/contracts. The guidelines and agreement to be approved by the municipality.

2.1.2 Advertising and information meetings with prospective and existing vendors.

2.1.3 Appointment of vendors and signing of contracts. The Municipality will determine the quantity of vendors per location as required.

2.1.4 Providing all the necessary hardware, software and communications equipment needed for the vendor to operate.



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2.1.5 Providing training as and when necessary for the vendor or his appointed operators in order to operate the equipment and relevant software.

2.1.6 Providing the necessary consumables, e.g. Paper, printer carriage, etc.

2.1.7 Providing the routine and necessary maintenance, repair and servicing as is required to maintain the equipment.

2.1.8 Collection of all revenue from vendors as per agreement.

2.1.9 Timely payment of collected revenue into Bergrivier Municipality bank account – at least within 72 hours of transaction date.

2.1.10 Insurance against revenue loss.

2.1.11 Providing the necessary security measures for collecting the revenue if required.

2.1.12 To reconcile the revenue received from the vendors on a daily basis and provide the necessary credit to the vendor to continue vending.

2.1.13 Payment of any commissions owed to vendors.

2.1.14 Payment of revenue received directly in the municipalities account at predetermined times together with a reconciliation of said revenue. This must be done daily and be automated. See FTP protocol for the upload and download of information.

2.1.15 Providing daily, weekly and monthly reports as required by the municipality.

2.1.16 Provide audit reports. **Vendors must be audited quarterly, and the report must be submitted within 30 days after each quarter.**

2.1.17 Vendor's commission payable to the successful tenderer will be included in the monthly fee of price per meter. No additional fees may be charged by any vendor, and if this is found, it is the responsibility of the tenderer to deal with the vendor. Any problems must be reported immediately to the Municipality.

2.1.18 All existing handhelds terminals that are not compatible with the proposed vending and management system must be replaced on the cost of the successful tenderer.

2.1.19 A minimum commission payable to vendors must be 1.5% on the total sales. This is to ensure that vendors don't ask any additional fees and must be stipulated in the contract. No warnings will be issued if additional fees are charged and contracts will be cancelled immediately. This must be included in your all-inclusive rate in the pricing schedule.

3. Support Services

The tenderer shall be responsible for the following:

3.1 In the event support is needed onsite, tenderers should demonstrate ability to have personnel available within reasonable time to provide the required support. Reasonable time will be determined in the SLA and according to the impact of the downtime. The more severe the downtime, the shorter the required support needed.

3.2 Provide a 24 x 7 x 365 support service for vendors.



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4. System Costs

4.1 The method of payment will be a monthly fee based on a percentage of the total monthly sales, depending on some sort of service level agreement. As part of the pricing schedule a maintenance fee per meter will also be allowed and will form part of the total cost of the tender.

4.2 The municipality and the tenderer will enter into a service level agreement.

5. PERFORMANCE MEASURES AND PENALTIES

In the event of the service provider/ contractor fails to perform the required service as per the specifications in terms of the contract obligations, penalties will be imposed that calculates from a minimum of five percent (5%) to a maximum of twenty percent (20%). The table below outlines how penalties shall be applied and be deducted from the service provider for failing to adhere to the Bergrivier Municipality's requirements:

5.1 VENDING MANAGEMENT SYSTEM		
No	Non-performance/ non-conformance with service requirement	Penalty implication
a)	Municipal and Hosted Environment	
i)	<p>The successful tenderer is required fully (100%) supply and commission all hardware and system software in the hosted – and municipal environment within a period of 4 weeks after the final award of tender. The tenderer must ensure that:</p> <ul style="list-style-type: none"> • Estimated down time period: 4.73 hours – over a 36-month period • the hosted server, data base, vending system and related vending footprint is 99.982% operational for all municipal prepayment meters • the all hardware as per tender specification is 100% supplied, installed and commissioned • data migration must successfully be completed and the transferred data fully (100%) verified and commissioned • all communication infrastructure must be 99.982% operational • all infrastructure pertaining to operational redundancy must be 99.982% operational • 10 (ten) delegates are accommodated and successfully (100%) trained on the relevant functionalities of the proposed vending system • operational and technical support are provided from its regional office on a 24x7x365 day basis • response TIME for critical and non-critical complaints <p>The tenderer should be able respond (with engineering, technical or administrative support) to any degree of system or infrastructure related malfunction within a period of 1 (one) hour from when an official complaint has been successfully communicated. The tenderer must be able to render remedial support to ensure that malfunctions related to system infrastructure and services (excluding main server environment) is fully (100%) resolved within 4 (four) hours from the time the malfunction was communicated to the tenderer. The bidder must/ immediately communicates via email/SMS any malfunctions/scheduled and emergency maintenance with BM.</p>	<p>Failure to fully comply with the stated performance measures will result in a penalty deduction of 5% per performance deviation [5.1.1(a)(i),(ii), b(i), (c)(i), (d) and (e)] from the total monthly invoice for each month the tenderer is in deviation. The maximum allowable summative penalty deduction will be limited to 20% of the total monthly invoice.</p> <p>The municipality also reserves the right to impose the default terms according to the General Conditions of Contract, which may inter alia lead to cancellation of the contract</p>
b)	Software Integration between Vending System and PHOENIX (ERP)	
i)	The bidder is required to ensure that the specified system platforms of the municipal financial system is fully (100%) integrated with the proposed vending system within a period of 4 (four) weeks after the final award of tender	
c)	Data Clean-Up and Verification	
i)	Data Clean-Up:	
	The successful bidder shall be required to ensure the full completion (100%) of the data quality project as specified within a period of 18 (months) months after the final award of tender	
	The bidder shall apply a phased approach ensure to ensure that a summative percentage of 10% of the total active vending contracts are addressed on a monthly basis	
	The critical data areas that must corrected ("cleaned-up"):	
	<ul style="list-style-type: none"> • Meter numbers • Seal numbers • Account numbers • Name and surname of consumers • Address detail (town, suburb, street name, street number) • Geospatial detail (co-ordinates, erf number) 	
d)	Geographical Information System and online geospatial mapping	
	The bidder shall be required to fully (100%) complete the GIS geospatial mapping of the active meter footprint of the municipality as specified within a period of 3 (three) months after the final award of tender	
e)	Security Module	
	The bidder must ensure that the new security modules and associated firmware updates fully (100%) complies with STS600-4-2 (STS security levels to 160-bit vending keys) within a period of 8 (eight) weeks after the final awarded of tender. The security module should also be dually capable to operate the existing firmware and the upgraded version	



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5.2 VENDOR MANAGEMENT		
No	Non-performance/ non-conformance with service requirement	Penalty implication
a)	Vendor Management The bidder shall be required to ensure that the vendor management thresholds are fully (100%) adhered to in compliance with Section B: Vendor Management, clause 2.1	Failure to fully comply with the stated performance measures will result in a penalty deduction of 5% per performance deviation [5.1.2(a), (b) and (c)] from the total monthly invoice for each month the tenderer is in deviation. The maximum allowable summative penalty deduction will be limited to 15% of the total monthly invoice The municipality also reserves the right to impose the default terms according to the General Conditions of Contract, which may inter alia lead to cancellation of the contract.
b)	Revenue Transfer The bidder will be required to ensure that all (100%) revenue collected from vendor outlets is transferred into the municipality bank account within a period not longer than 72 hours (working hours) from the date of transaction	
c)	Vendor Audits The bidder will be required to complete audits of 5% (five percent) of the total vendor outlet footprint to secure data collection and service level agreement compliance on a monthly basis	

6. System Solution Capability

The bidder will be evaluated based on the proposal submitted which must clearly display compliance with the requirements in the specifications as summarized in this report.

When the item requested says “must” the answer must be YES, and evidence must be provided. If the answer is NO, alternative evidence/solution must be provided.

Proof of relevant accreditations must be submitted for each criterion as requested, if such proof is not submitted, the tender will not be evaluated further. **(Please mark the evidence clearly with the numbers as indicated below)** The numbers marked in yellow must be clearly marked, if not attached the tender will not be evaluated any further, and will be deemed non-responsive.

Checklist in order to confirm compliance or non-compliance to the system requirements:

VENDING SYSTEM

1.	Offered solution provides for a fully functional integrated prepaid vending system for the entire vending domain of the municipal area (must be demonstrated during practical evaluation).	YES	NO
2.	Vending solution includes Retail Shops, Internet, ATM, Cellular Phone and Mobile Devices as points of sales (system implementation plan must be included).	YES	NO
3.	Vending system is fully STS6 Edition 2 and NRS complaint (documentary proof must be included).	YES	NO
4.	Vending system is fully IEC compliant (documentary proof must be included)	YES	NO
5.	The vending system must be able to comply with the municipal MSCOA requirements (must be demonstrated during practical evaluation).	YES	NO
6.	Vending system provide for all types of payments i.e. cash, credit card, debit card and bank transfer (system implementation plan must be included).	YES	NO
7.	Vending system is able to generate Electricity Base Support Token (EBSST) (must be demonstrated during practical evaluation).	YES	NO
8.	Vending system is real time and on-line (must be demonstrated during practical evaluation).	YES	NO
9.	Vending system support is provided on a 24x7x365 basis (system implementation plan must be included).	YES	NO



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10.	Vending System is operational on a 24x7x365 basis (system implementation plan must be included).	YES	NO
11.	In the event support is needed onsite, tenderers should demonstrate ability to have personnel available within reasonable time to provide the required support.	YES	NO
12.	Guarantee of the vending systems' functional performance during the tender period (documentary proof must be included).	YES	NO
13.	Active Vending System Hardware shall be hosted in the specified Tier level 3 (three) environment (documentary proof must be included).	YES	NO
14.	Back-up Vending System shall be hosted off the designated site – another location that meets compliant environment standards (documentary proof must be included).	YES	NO
15.	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
16.	Existing 3rd party vendors which are managed by aggregators of the current supplier, shall remain operational during the installation and commissioning of the vending system (system implementation plan must be included).	YES	NO
17.	Vending system must be able to vend to all active STS meters installed in the municipal distribution Jurisdiction (documentary proof must be included).	YES	NO
18.	The Vending System shall accommodate 13 (thirteen) digit STS meter serial numbers (must be demonstrated during practical evaluation).	YES	NO
19.	The transfer from existing system to new system shall be executed without any hindrance to the normal vending operations (system implementation plan must be included).	YES	NO
20.	The proposed system should be able to support multiple meter technologies i.e. Smart Metering and Automatic Meter Reading (must be demonstrated during practical evaluation).	YES	NO
21.	The proposed Vending System must be able to interface/integrate with the existing municipal financial billing system (ERP) (confirmation letters from other municipalities must be attached hereto).	YES	NO
22.	The system shall be fully STS compliant and capable of vending STS prepayment credit and engineering tokens (must be demonstrated during practical evaluation).	YES	NO
23.	The Vending 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
24.	The Vending System must have the capability to integrate and display meter detail on a GIS platform. The solution will cater for GIS integration. The solution should be able to display and integrate existing electrical networks and connections (system implementation plan must be included and must be demonstrated during practical evaluation).	YES	NO
25.	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
26.	The tenderer must be able to make all hardware available for the municipal 2 (two) months after the start date of the tender period (system implementation plan must be included).	YES	NO



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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 Vending system must have a module that specifically interacts with the end consumer directly via an online portal which the end consumer should access through PC and/or mobile web browser and/or an Android application (must be demonstrated during practical evaluation).	YES	NO
30.	The Vending System shall operate on a standard readily available, PC-based machine Windows with no special modification required to any parts (must be demonstrated during practical evaluation).	YES	NO
31.	The Vending 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 practical evaluation).	YES	NO
32.	The functionality of the security module must be compliant with STS 600-4-X (documentary proof and system implementation plan must be included).	YES	NO
33.	The data model of the system must allow for multiple meters to be linked to a single consumer account (must be demonstrated during the practical evaluation).	YES	NO
34.	The software and database shall be able to accommodate, with no special changes other than hardware scaling, more than 1 million consumer records and 100 million transaction records from the main server (must be demonstrated during practical evaluation).	YES	NO
35.	The business logic must in particular include, often used functionality that will allow end-users to view, update and query the system on-line without placing an excessive burden on Bandwidth (system implementation plan must be included).	YES	NO
36.	A full system description and technical details of the solutions offered must be include (system implementation plan must be included). In case of a Joint Venture, it must be clearly stated who will be responsible for the tender and to whom all enquiries will be sent to. It is not the responsibility of the Municipality to determine this.	YES	NO
37.	Guarantee the systems' functional performance and any upgrade required to correct any system mal-operation will be for the Tenderer's account (system implementation plan must be included).	YES	NO
38.	The system shall support the latest version of the NRS009-6-10 XML Vend specification (must be demonstrated during the practical evaluation).	YES	NO
VENDOR MANAGEMENT			
1.	Payment of collected revenue into Municipal 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 insurance against revenue loss (proof needs to be included).	YES	NO
3.	Payment revenue received (Prepaid & Auxiliary separately) directly in the municipalities account at predetermined times together with a reconciliation of said revenue.	YES	NO



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4.	All payments and units sold must be updated daily through the portal into the Municipality ERP system, including arrears updated between the two systems. (Attached letters from clients regarding the integration, excluding Bergrivier Municipality). Bergrivier Municipality reserve the right to contact and visit these Municipalities to ensure the implementation is according to our requirements. (Letters must be signed by a duly authorised person, with the authorisation letter attached) No letter older than five (5) years will be accepted.	YES	NO
5.	The tenderer will not allow any vending outlets to charge any additional cost for electricity on top of the approved municipal tariffs (system implementation plan to be included). The tenderer is responsible to manage the vendors and deal accordingly.	YES	NO

7.1 Applicable Standards

Only tenderers that meet ISO Standards IEC 62055-xx; STS Part 1,2 and 3; NRS 009-2-1:1998; NRS 009-2-2:1995; NRS 009-6-10; ISO 8583; IEC 61968; ISO 27001; ISO 9001 together with the specifications / requirements as detailed below will qualify for further evaluation.

Applicable standard(s)	Description	Certification needed
IEC 62055-xx	Electricity Payment Metering Systems	STS2 Compliance Certificate for the system offered and the STS membership Certificate in the name of the Bidding Company. The Standard Transfer Specification (STS) Certification on Edition 2, IEC 62055-41, Ed3, STS600-8-6 including Electricity and Water, time and currency vending in the name of the Bidding company required
STS Part 1,2 and 3	Standard Transfer Specification	
NRS 009-2-1:1998	Electricity sales systems - Part 2: Functional and performance requirements - Section 1: System master stations	An XML vend compliance letter from Eskom confirming XML Vend Compliance and at least one aggregator confirming letter that the Bidding company or a company within the Group of its Holding company, has successfully integrated with the aggregator to vend prepaid electricity and water tokens
NRS 009-2-2:1995	Electricity sales systems - Part 2: Functional and performance requirements - Section 2: Credit dispensing units.	
NRS 009-6-10	(Online XMLVend 2.1) the NRS Standard for on-line communication between Vending Servers and Vending Clients	
ISO 8583	Financial transaction card originated messages — Interchange message specifications	The municipality requires two (2) documents to be submitted in order to comply to this specification. A PCI (Payment Card Industry) Certificate of compliance in the name of the bidding company or a company within the Group of the Holding



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		Company and a Letter from one of the banks which confirms that the integration between the bank merchant system and the system in the name of the bidding company or company within the Group of its holding company, complies with ISO8583 message specification for all electronic payment card originating transactions messages.
IEC 61968	Common Information Model (CIM) Standard	
ISO 9001:2015	Quality management systems	ISO Certificate for Revenue Collection, Tamper Management and Vendor Support Services in the name of the bidding company or a company within the Group of its Holding Company.
ISO 27001	Information Security Management Systems (ISMS)	ISO Certificate for an international standard for managing information security in the name of the bidding company or a company within the Group of its Holding Company.

7.2 EVALUATION OF BIDS BASED ON ELIGIBILITY

The tender will be evaluated in terms of eligibility of tender submissions. The evaluation of tenders will be done in compliance with the criteria set below. Bids failing to achieve the minimum qualifying score for eligibility as indicated below, will be disqualified from further evaluation.

A total of one hundred (100) points is available as indicated in the table below. In total bidders must score at least 80% for responsiveness to all eligibility criteria in order for the tender to be evaluated further. That is why evidence must be detailed and is crucial.

The criteria and maximum score in respect of each of the criteria are as follows:

Quality criteria		Maximum number of points
1.	Adequacy of proposed work plan, project implementation schedule and training schedule	30
2.	Evaluation Schedule: Qualifications and competence of the key staff (assigned personnel) in relation to the scope of work: (Attach CV's with certified qualifications) including the personnel as stipulated in Paragraph 1.3.5.4 (Electricians)	40
3.	Evaluation Schedule: Demonstrate experience (past performance) in comparable projects	30
TOTAL		100

Criteria	Rating	Scoring	Evaluation Indicators
1. Adequacy	Very	30	The important issues are



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Criteria		Rating	Scoring	Evaluation Indicators
	of proposed work plan, project implementation schedule and training schedule	Good		approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches.
		Good	20	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution.
		Poor	10	The technical approach and/or methodology is poor/is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
		Very Poor	0	The bidder did not submit sufficient evidence to assess these criteria.
2.	Demonstrated experience of nominated staff	Very Good	40	Key staff have outstanding experience in specific aspects of the project that were defined as key components of the assignment.
		Good	20	Key staff have adequate experience in specific aspects of the project that were defined as key components of the assignment.
		Poor	15	Key staff have limited experience in specific aspects of the project that were defined as key components of the assignment.
		Very Poor	0	The bidder did not submit sufficient evidence to assess these criteria.
3.	Demonstrated experience (Past performance) in comparable projects	Very Good	30	Tenderer have outstanding experience in comparable projects.
		Good	20	Tenderer have adequate experience in comparable.
		Poor	15	Tenderer have limited experience in comparable projects.
		Very Poor	0	The bidder did not submit sufficient evidence to assess these criteria.



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Quality shall be scored independently by not less than three evaluators in accordance with the following schedules:

- Evaluation Schedule: Adequacy of Work Plan and Project Implementation;
- Evaluation Schedule: Qualifications and competence of the key staff (assigned personnel) in relation to the scope of work;
- Evaluation Schedule: Demonstrate experience (past performance) in comparable projects;

Please bind each scoring category separately with clear indicators.

Only scores of 0,10, 15, 20,30,40, will be allocated to each of the criteria based on the indicators contained in these schedules. The scores of the evaluators will then be averaged, weighted and then totalled to obtain the final score for quality.

Bidders have to obtain a minimum score of 80 for eligibility in order to continue with evaluation. Evaluation continues on the 80/20 preference point scoring system.

Evaluation Schedule: Adequacy of Work Plan and Project Implementation

1.	Adequacy of Work Plan, Project Implementation Schedule and Training Schedule	30
1.1	Work Plan	10
1.2	Project Implementation Plan	10
1.3	Training/ Experience Schedule	10

Please note that the following documentation is compulsory and must be submitted with the tender. Failure to submit these documents will result in tenderers not being awarded points for this section of the functionality criteria.

1. Work plan.
2. Project Implementation Schedule and;
3. Training Schedule for

	Evaluation Schedule: Qualifications and competence of the key staff (assigned personnel) in relation to the scope of work:	40
1.	Relevant Tertiary Qualifications of Nominated Project Manager:	10
1.1.	Qualifications NQF7 or higher	10
1.2.	At least a National Diploma or similar qualification (NQF 6)	8
1.3.	Qualifications lower than NQF 6	0
2.	Relevant Tertiary Qualifications of nominated Support Staff:	10
2.1.	Qualifications NQF7 or higher	10
2.2.	At least a National Diploma or similar qualification (NQF 6)	8
2.3.	A Qualification on a NQF5	5
2.4.	Qualifications lower than NQF5	0



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3.	Relevant Experience of Nominated Project Manager:	10
3.1.	One (1) point for every two years' experience with similar vending systems	10
4.	Relevant Experience of Nominated Support Staff:	10
4.1.	One (1) point for every one-year experience with similar vending systems	10

Please note that the following documentation is compulsory and must be submitted with the tender. Failure to submit these documents will result in tenderers not being awarded points for this section of the functionality criteria.

4. Proof of qualifications to be submitted with tender documents for both the project manager and the support staff.
5. Submit CV of Project Manager
6. Submit CV of Nominated Support Staff

	Evaluation Schedule: Demonstrate experience (past performance) in comparable projects	30
1.	Similar experience in prepayment vending systems in years?	15
1.1.	One (1) point for every two years' experience with similar vending systems (20 000 or more prepaid meters)	15
2.	Similar vending projects successfully implemented with skills plan.	15
2.1.	One (1) point for every project successfully implemented (20 000 or more prepaid meters)	15

Please note that the following documentation are compulsory and must be submitted with the tender. Failure to submit these documents will result in tenderers not being awarded points for this section of the functionality criteria.

1. Contactable reference sites must be submitted with tender.
2. Proof of projects completed must also be submitted with the tender.

Take note :- The Municipality will contact the references for the successful bidders.

SECTION C – METER AUDIT

1. DATA MANAGEMENT, REVENUE PROTECTION AND TID ROLLOVER

1.1 Background

The tenderer will be required to execute revenue protection and data management tasks in compliance with NRS 055 to reduce the financial risks to Bergrivier Municipality. Physical audits,



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technical inspections, service supply connections and disconnections are some of the activities required to secure and protect the revenue stream of the municipality.

The tenderer will be responsible for data verification and management by applying the latest processes, technology and software.

All works to be done for this project shall be in accordance with SANS 10142 as revised to date.

1.2 Scope

1.2.1 The successful tenderer will support the municipality with data management and will provide revenue protection, data management and eliminate the loss of revenue in electrical consumption through pre-paid as a result of meter tampering and or bypassing.

The number of postpaid meter consumers within the distribution jurisdiction of the municipality are as follows:

Meter Model Name	Status	Total Active Meters
CONLOG ELEC (1 PHASE)	Active	4 908
MULTICAL 21 - SIGFOX DAILY	Active	3 770
ACTARIS ELEC (1 PHASE)	Active	3 324
LANDIS & GYR ELEC (1 PHASE)	Active	2 465
ENLIGHT ELEC (1 PHASE)	Active	761
HOLLEY ELEC (1 PHASE)	Active	518
FLOWIQ 31 - SIGFOX DAILY	Active	9
MULTICAL 21 - SIGFOX HOURLY	Active	8
CBI ELEC	Active	3
ACTOM ELEC (3 PHASE)	Active	2
CONLOG ELEC (3 PHASE)	Active	1
Total:		15 769

1.2.2 It will comprise the provision of data management and revenue protection activities for the entire municipal distribution area. This will include:

- Data and Revenue protection sample audits;
- Data and Revenue protection data audits;
- Data and Revenue protection tamper detection audits;
- Data and Revenue protection target audits;
- Data and Revenue protection all-inclusive audits;
- Data and Revenue protection remedial actions;
- Data and Revenue protection normalization actions;
- Data analysis and interrogation;
- Maintenance of continuous quality and accuracy updates to existing system data
- Management of a detailed reference database;
- GIS Field management console for management of all consumers; and
- Spatial analysis and Geographical presentations of all audits through GIS techniques.

***The successful tenderer shall provide its own technical vending operator/s (call center) to support the audit teams with the generation of all the necessary engineering tokens. The operation and management of system interaction and token exchange must be guided by municipal rules and procedures. The tenderer must equip the vending operator/s and audit teams with the necessary tools to secure direct line of communication between the two parties. All costs pertaining to the vending operator/s and all associated costs will be the responsibility of the tenderer.**



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1.2.3 The successful tenderer will be required to perform audit activities in high-risk geographical zones within the municipal area. The tenderer will be responsible for sufficient security measures to ensure the safety of its audit teams.

1.2.4 The tenderer should provide a minimum of 2 (two) audit teams that will be stationed within the municipal area for the duration of the tender period.

1.3.1 Standard code of conduct for audit teams

- a) If unsure about the legality of an instruction, the tenderer shall seek clarity from the Electrical Services Department.
- b) Under no circumstances shall the tenderer perform any function that he or she is not authorized to perform. In any case of doubt, the matter shall be referred to the Electrical Services Department. Municipal consumers shall always be addressed in a respectful and courteous manner.
- c) The tenderer's audit teams shall not retaliate when subjected to abuse by an irate consumer. In the event of any abuse, this shall be referred to the Electrical Services Department.
- d) The tenderer's staff, including skilled, semi-skilled and unskilled staff, shall be appropriately dressed.
- e) The audit teams must be fully equipped with all the necessary equipment and personal protective equipment in terms of the Occupational Health and Safety Act.
- f) Every audit team member must wear an identification card that must be clearly visible to consumers.
- g) The audit team members must be authorised by the municipality to perform low voltage disconnection and reconnection (a copy of such authorisation must be in their possession whilst on duty).
- h) Every audit team vehicle must be clearly identifiable as authorised contractors on both front doors.

1.3.2 Audit liability and risk

The successful tenderer shall be held liable for all authorised inspections conducted by the audit teams on a consumer's premises. The tenderer shall be responsible for the costs incurred in cases of loss or damage to private - and or municipal property - if sufficient evidence is submitted to substantiate a consumer's and/or the municipal claim for monetary compensation. The successful tenderer must submit proof of public liability insurance. The successful tender shall be responsible for the safeguard costs of the audit teams (including additional security measures). It is expected that the tenderer will perform consistent audits and remedial actions throughout the entire municipal area (including high risk areas).

1.3.5 Audit team's prerequisites

1.3.5.1 The tenderer must make use of the latest techniques and technologies when performing field audits and capturing of data.

1.3.5.2 To eliminate human errors as far as possible, the successful tenderer is required to utilize Handheld Devices (HHD) with navigational tools and related software for the acquisition and management of field data. The HHD should be an Android or iOS driven device and should be fully compatible to operate the TGIS and Phoenix ERP.

The minimum specification for the HHD is as follow:..

The use of Handheld Device (HHD) to capture field information plus the software to export captured data into an Excel spread sheet are mandatory. The devices to be used to capture data must have features that include on-board data storage. The device must make use of easy menu driven function / option selection and have the ability to update records when returning from the field for accurate record keeping and maintaining data integrity.



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1.3.5.3 The tenderer shall provide handheld Devices with navigational tools to the tenderer's audit teams.

1.3.5.4 The tenderer's audit team must consist of at least 1 (one) fully qualified electrician. The tenderer must submit proof that the 1 (one) individual passed an accredited electrician's trade test. Standards as set out in the SANS 10142 Wiring Regulations must be followed. Contractor must be registered at ECB and CIDB and must have a 3-phase wireman's license. Must comply to all Bergrivier Municipality's Safety regulations and standards.

1.3.5.5 The tenderer shall provide and install all the necessary devices and software needed to operate data and revenue protection and shall maintain and upgrade the hardware during the contract period. Ownership of hardware in the municipal environment will revert to the municipality when the full once-off payment has been confirmed in reference to pricing schedule or in the event of a contract breach caused by the Tender.

1.3.5.6 The minimum consumer / installation data that must be collected is stipulated below, and the following information needs to be captured on the audit spreadsheet.

1. Old seal number;
2. New seal number;
3. Meter number/ Type;
4. Load control number;
5. New seal number;
6. Erf Number;
7. Street Name;
8. Street Number;
9. Town;
10. Type of Meter;
11. Initials and Surname of client;
12. Remaining Credit;
13. Breaker Trip;
14. Key Revision;
15. Set power limit;
16. Tamper States;
17. Connection Box;
18. Condition of the Installation;
19. Audited By;
20. First audit date;
21. Second audit date; and
22. Third audit date.

POPI: The personal data collected during the process will be used for Bergrivier Municipality to manage meters audits. If a meter or Load control unit is tampered with the following procedure needs to be followed: (If the seal has been removed, damaged, bypassed or tampered with)

- Contact BM Electrical department.
- Seal the breaker with special seal.
- Record all data: Unit number, Meter number, and Seal number (where applicable).
- Take Photos.

1.3.5.7 The tenderer must have proven experience as indicated below with a track record for data and revenue protection services in a municipal environment and may be required to practically demonstrate their service solution (see client reference).

- Section A – Vending System - 10 years experience



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- Section B – Vendor Management - 10 years experience
- Section C – Meter Audit – 5 years experience

Section C may be subcontracted, but the tenderer is liable for all actions taken by the contractor and/or any non-performance of the contractor. The Municipality will not deal with the contractor.

1.3.6 Client Reference Tenderers must submit a detailed reference report of existing and/or previous clients (provide contact names and details of the individuals who should be contacted in this regard five years, we need 5(five) municipality references on their original letterhead and signed off by a duly authorized official). The tenderer must prepare reference clients. All contacts with reference clients will be arranged through tenderer, but Bergrivier Municipality reserves the right to conduct these information-sharing sessions without representatives of the tenderer being present.

TAKE NOTE: IT MUST BE FIVE DIFFERENT MUNICIPALITIES

1.3.7 Southern Africa Revenue Protection Association (SARPA)

1.3.8 Consumer awareness campaigns

- The tenderer will be responsible for the compilation and placement costs of notices and advertisements for local media outlets. All activities pertaining to data management and revenue protection, that collectively affect the municipal consumer base or specific geographical area, must timeously be communicated to consumers via notifications, newspaper and radio.
- All notices and advertisements will be reviewed and subject to municipal editing.
- All notices and advertisements will be placed as official municipal communiqué.
- All notices need to be in triplicate form (one per customer, one per contractor, book to the Municipality).

1.3.9 Technical Specification

- A full data capturing and GIS mapping audit of all active municipal meters and consumers will be required.
- The minimum amount of data and inspection fields must be guided by NRS 055 and the municipal service level agreement.
- The Work Manager application will be utilised on the HHU to conduct audit inspections for predefined geographical areas and consumer types. All field data, including coordinates and photos will be captured and stored by the said solution.
- The successful tenderer will generate all scheduled and completed work orders on Collaborator Application. The tenderer will be able to manage reporting and monitor field performance with customisable modules in the solution. The details of the system processes and tasks to be completed will be defined in an agreement with the municipality.
- Detailed reports have to be presented, coupled with feedback & monitoring reports on a weekly and monthly basis.

1.3.10 Audit types

1.3.10.1 Extent of work

The tenderer will be required to conduct audit inspections during:

a) Workdays (excluding weekends and public holidays) between 08h00am and 05h00pm – normal time tariff; and



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b) Workdays (excluding weekends and public holidays) after 05h00pm – over time tariff (the municipality may include additional tasks as and when required).

The audit types and standard content are as follows:

1.3.10. 2 Normal Audit

- Conduct house-to-house audits in accordance with a map or a computer printout;
- Test the meter's tripping mechanism by using tamper pin codes or any other specific test as and when required;
- Switch on an appliance in the house, in order to check the usage rate;
- Notify back-up maintenance teams if the tripping test fails;
- Record all findings (for example tamper, bypass, already cut off, not tripping, faulty, not sealed, cannot be sealed, meter damaged, not on system);
- Confirm that the anti-tamper seal is in place. If the seal has been tampered with, cover with a protection seal to protect the evidence;
- Record all the basic consumer and installation data on an audit form;
- In the event of tampering, give the consumer a written warning not to tamper again;
- Promote safety awareness;
- Check all seals and seal unsealed meters;
- Capturing high quality photo of installation before and after audit inspection
- Submit the audit forms to the municipality;
- Revisit homes where access to the meter in the consumer's absence is not possible;
- Capture high quality photo;
- Mark all meters with color-coded stickers to identify which was completed, tampered and or faulty; and
- s) Submit a copy of every tamper notice to the municipality every day.

1.3.10.3 Full audit

- Conduct house-to-house audits in accordance with a map or a computer printout;
- Design the audit form to fit the specific needs of each area;
- Design consumer information letters for each type of action;
- Test the meter's tripping mechanism by using tamper pin codes or any other specific test as and when required;
- Switch on an appliance in the house, in order to check the usage rate;
- Open meters that fail the above test;
- Check for tampering and remove tampering apparatus for safe keeping;
- Check incoming cable outside of house;
- Check for possible tamper within the backplate at common base meters; j) soft / hard disconnect the supply if the meter is found to have been tampered with;
- Issue disconnection notice;
- Ensure that the anti-tamper seal is secured with a protection seal;
- Complete the audit form with the consumer and installation data (for example, ID and telephone numbers, number of people in the house, type of house, meter usage totals, credit on meter);
- List all appliances in the house;
- Record specific findings (for example, tamper, bypass, already cut off, not tripping, faulty, not sealed, cannot be sealed, meter damaged, not on system);
- Check all seals and seal unsealed meters;
- If no holes, switch off power in the service distribution box (stubby);
- Remove meter, drill holes, attach seal and record number; and
- Switch on power in service distribution box or pole box.
- If the meter is in tamper mode, contact municipal office for tamper code;
- Notify back-up maintenance teams to deal with tampers and faulty meters;
- Normalize each installation for safety reasons, before leaving;



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- Hand in forms to the persons who capture the data on the revenue protection data system;
- Revisit premises where the data is not comprehensive;(at who's cost)
- Capturing high quality photo of installation before and after audit inspection
- Leave "not at home" warning letters with a contact telephone number, if nobody answers the door; (On notice 14days or according to Electricity Act and marketing);
- Revisit these "not at home" consumers until the consumer is found at home;(compile list of "not at home" and hand in at electricity department.) revisit afterhours only on consent of Electricity Department;
- Compile a spreadsheet of the work completed and submit it to the municipality;
- Submit management reports to the municipality on a monthly basis;
- Capture coordinates;
- Mark all meters with color-coded stickers to identify which was completed, tampered and or faulty;
- Submit a copy of every tamper notice to the municipality every day.

1.3.10.4 Zero or low consumption audit

- Visit only specific houses in accordance with a computer printout or a list;
- Verify the reason for the zero or low purchasing of electricity;
- Test the meter's tripping mechanism by using tamper pin codes or any other specific test as and when required;
- Switch on an appliance in the house, in order to check the usage rate;
- Check incoming cable outside of house;
- Check for possible tamper within the backplate at common base meters;
- Soft/hard disconnect any tampered or bypassed meters;
- In the event of tampering, hand over a tamper notification;
- Replace faulty meters;
- Record consumer and installation data;
- List all appliances in the house;
- Record any specific problem encountered during the audit;
- Capturing high quality photo of installation before and after audit inspection;
- Submit a copy of every tamper notice to the municipality every day;
- Report information to the municipality once the list is completed;
- Capture coordinates;
- Mark all meters with color-coded stickers to identify which was completed, tampered and or faulty.

1.3.11 Reports

1.3.11.1 Daily reports

A list of all tampers, bypasses, faulty meters, unsafe installations and all a list of all disconnection notices issued. This report must be in an Excel or computer printout report and must state the full address, account nr, meter number, old and new seal numbers.

1.3.11.2 Weekly Reports

- A list of all tampers, bypasses, faulty meters, unsafe installations and a list of all disconnected notices issued. This report must be in an Excel or computer printout report and must state the full address, account nr, meter number, old and new seal numbers.
- A list of all premises visited.
- A list of "not at home" first visit with a copy the letter issued.
- A list of all disconnections.
- A list of all reconnections.

1.3.11.3 Monthly Reports



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- A list of all tamperers, bypasses, faulty meters, unsafe installations and all a list of all disconnection notices issued. This report must be in an Excel or computer printout report and must state the full address, account nr, meter number, old and new seal numbers.
- A list of all premises visited
- A list of "not at home" first visit with a copy the letter issued.
- A list of "not at home" after hour and/or second visits with letters issued.
- A list of all disconnections.
- A list of all reconnections.
- A map of completed areas.
- A spreadsheet or computer printout of all data audited and received.
- A list of all seal numbers used which will include the responsible person who sealed the specific meter.

1.3.12 Seals

The sealing of electrical meters will be performed in accordance with NRS 096 and all procedures will be guided by the municipality's sealing policy and applicable procedures. The following steps will apply:

- The tenderer will utilise municipal issued standard seals (bar coded tool-less seals).
- The colour coding of the seals will be specified by the municipality.
- Seals shall not be issued to any person or persons other than those who have been authorized in writing.
- Only authorized personnel will be issued with a controlled reasonable number of seals, and they shall be held responsible for that specific number of seals, by signing for them in a register.
- The details of the seals and sealing tools issued shall be recorded in a central data registry - details of the seals include the type, colour, markings and the numbers issued.
- A minimum of two seals must be installed per electrical meter.
- On completion of the audit inspections/tasks the code numbers of the seals used, shall be recorded on the handheld computer against relevant work order. The successful tenderer will be responsible for the full cost of the municipal standard seal stock that is utilised during the above audits (see clause 1.3.10)

1.3.13 Remedial action (disconnections of electrical supply)

The tenderer will be required to perform low voltage disconnections of electrical supply in the following cases (without any prior notification):

- a) On direct instruction from the municipality;
- b) Where illegal electrical connections / wiring was identified;
- c) Where tampered meters / installations were identified; and
- d) Where gross unsafe installations were identified (in transgression of SANS 10142).

1.3.14 Satellite office

The successful tenderer shall be stationed at a satellite office within the town of Piketberg/Velddrif to perform specific revenue protection - and data management activities for the duration of the tender period. The tenderer shall locate the office space not further than 150 (One Hundred and Fifty) km from Piketberg main municipal office. The tenderer will be responsible for all costs pertaining to the satellite office.



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GENERAL

1. CONTRACT DURATION

It is envisaged commencement date for the required services is from 1 July 2026. This multi-year tender, hence, the tender will run over 5 financial years, ending 30 June 2031.

Rates as tendered must remain fixed for the duration of the contract period of 5 years, as per the pricing schedule.

2. PRE – IMPLEMENTATION / IMPLEMENTATION

The successful bidder will be required to apply the deliverables as outlined in the bidder's Project Implementation Plan. The bidder will be required to initiate a phase-based implementation approach to ensure that all requirements as per tender deliverables are successfully actioned before the date of project implementation from date of appointment. The core pre-implementation areas that need to be addressed (but not limited to) in order to secure a successful project execution are:

- a) The vending system offered must be fully operational.
- b) The new security modules and associated firmware updates must be commissioned and operational
- c) Vendor registration process must complete (all vendor platforms, solutions and facilities)
- d) All hardware and associated infrastructure in the hosted and municipal environment delivered, commissioned and operational
- e) The exporting/transferring of all data (data migration) in a specified format in the event that the municipality should change to a new vending solution must be verified and completed.

3. TERMINATION

3.1 If either party wish to terminate the contract prior to the expiry date, 30 days notification to this effect must be submitted in writing, giving details of the reason.

3.2 Either party may terminate the contract if the other party has become bankrupt or insolvent.

3.3 Bergrivier Municipality may terminate the contract if the Service Provider/ Contractor is notified that he/she has:

3.3.1 Substantially failed to comply with the contract obligations

3.3.2 Substantially hindered the service delivery/ operational function of Bergrivier Municipality

3.3.3 Substantially broken the Health and Safety Regulations or applicable Acts, Laws or Statutory Requirements

3.3.4 Failed to stop defaulting within three weeks of the notification; and

3.3.5 The Contractor has assigned the Contract to another service provider without the prior approval of Bergrivier Municipality.

3.4 Continued poor performance and not adhering to deadlines, may be used by the Municipality as grounds to terminate the contract.

4. PAYMENT METHOD

4.1 Payment shall be made by the municipality on a monthly basis upon receipt of an invoice and statement from the service provider/ contractor in accordance with the rates as per the itemized tender pricing schedule for the services rendered for the relevant/ specific month.

4.2 Payment shall be made within thirty (30) days from receipt of invoice in accordance with the Council's policy.



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4.3 Invoices shall be verified and validated by the relevant official for payment and if found in order submit to the Finance Department for authorization of payment. **Any issues will be directed to the tenderer and will only be paid once the issues have been resolved.**

4.4 In consideration for the rendering of the services/ works, the municipality shall pay to the service provider/ contractor the amount payable as per the tender price only. No additional payments, such as sectoral determination increases will be the responsibility of the municipality except the annual escalations as per the tender, as indicated by the service provider/ contractor.

4.5 Further to this, in the event of any labour dispute between the service provider and its employees (or its subcontractor), the municipality will still hold the service provider accountable for poor or non-performance as per the contract obligations.

4.6 No payment will be made until the original signed SLA is received from the tenderer and signed by both parties. No interest may be charged on any invoices due until such SLA has been received and paid within the 30-day period.

4.7 In case of any disputes no expenditure may be offset against any incomes still due to Bergrivier Municipality in terms of income collected through this tender.

5. LIMITATION OF LIABILITY

The appointed service provider/ contractor must indemnify the municipality against all legal liability with regards to any claims that may arise because of breach of contract or negligence on the part of the service provider/ contractor in respect of its obligations in terms of the service requirement.

6. PAYMENT MEASURES AND TERMS

6.1. Measurement

6.1.1. Method of Measurement

Except where otherwise specified in the project specifications or in the preamble to the schedule, all items in the schedule shall be measured and shall cover the operation as specified.

6.1.2. Tender Sum

The sum tendered in the bill of quantities shall cover the Tenderer's direct and overhead cost and profit and all other costs of complying with the obligations, liabilities, risks and requirements associated with such item. **All prices in the pricing schedule must be VAT inclusive at a rate of 15%.**

6.1.3. Method of Measurement, All Sections of the Schedule

Except where otherwise specified in this document of a standardized specification or in the project specification or in the preamble to the schedule, all items in the schedule shall be measured and shall cover the service and operations.

6.1.4. Tenderer to price all items.

The Tenderer shall price all the items listed in the fixed and variable costs sections of the schedule. These items and prices will form the basis of the schedule. In the absence of a price against any item, no claim for additional costs or charges for provision of any of the duties,



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services, facilities or obligations required in respect of that item will be considered. No percentage references will be allowed for an individual or a series of itemised costing. The costing must be individually applied for each item on the pricing schedule.

The terms of payment shall conform to the relevant clauses of the applicable conditions of contract.

6.1.4.1 Variable Cost Items

Payment for variable cost items will be affected only after the amount of variable items for services rendered have been verified by the Electrical Services Department. Payment for the relevant variable cost item has been made: Subject to the provisions of 6.1.4.2, payment of variable amounts (calculated by the division of the remainder of the tendered sum by the number of months required to complete the service / activities for which the relevant sum was tendered) will be authorized in each of the deliverable confirmation progress until the sum tendered has been paid.

6.1.4.2 Adjustment of Payment for Variable Cost Items

Should the Tender fail to continue to provide all or part of the services or to meet all or part of the obligations and liabilities required of it in a particular period in respect of any variable cost item, payment of all or part of the relevant incremental amount for that item may be withheld until the required service has been provided or obligation or liability has been discharged.

Should the Tenderer fail entirely to provide all or part of the continuing services or to meet all or part of the continuing obligation and liabilities required of it in respect of a variable cost item, the amount or part of the amount for the item will be omitted and the total amount of the contract reduced accordingly.

6.1.4.3 Operation and Maintenance of Facilities for duration of services, except where otherwise stated

The sums for the items listed in the schedule of quantities shall cover the Tender's costs for the periods stated for site rentals, repairs to and depreciation of buildings, furniture, tools and equipment, the storage and distribution of fuels and lubricants, water, electricity, communications, access and sanitation, and the wages of staff operations and maintaining these facilities in accordance with the contract.

6.1.4.4 Supervision for Duration of Contract

The Variable Costs shall cover the costs of on-site supervision and such local administration as the Tenderer considers necessary for the proper execution and completion of the works, and shall cover the cost of the salaries, wages and allowances paid to all administrative and technical personnel on the site and of transport incurred in connection with such staff.

6.1.4.5 Normal Audits: Successfully Completed

Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Normal Audit as described in clause 1.3.10. 2 for the duration of the tender period. A reference amount of 250 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.6 Normal Audits: No Access

Unit: Sum



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The sum shall cover all summative monthly costs pertaining to the planning and execution of a Normal Audit (specifically where no access was obtained to the electrical installation) as described in clause 1.3.10. 2 for the duration of the tender period. A reference amount of 50 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.7 Normal Audits: Successfully Completed – AFTER HOURS Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Normal Audit during after-hours as described in clause 1.3.10. 2 for the duration of the tender period. A reference amount of 50 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.8 Normal Audits: No Access – AFTER HOURS Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a Normal Audit during after-hours (specifically where no access was obtained to the electrical installation) as described in clause 1.3.10. 2 for the duration of the tender period. A reference amount of 50 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.9 Full Audits: Successfully Completed Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Full Audit as described in clause 1.3.10.3 for the duration of the tender period. A reference amount of 200 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.10 Full Audits: No Access Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a Full Audit (specifically where no access was obtained to the electrical installation) as described in clause 1.3.10.3 for the duration of the tender period. A reference amount of 50 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.11 Full Audits: Successfully Completed – AFTER HOURS Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Full Audit during after-hours as described in clause 1.3.10.3 for the duration of the tender period. A reference amount of 50 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.12 Full Audits: No Access – AFTER HOURS Unit: Sum



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The sum shall cover all summative monthly costs pertaining to the planning and execution of a Full Audit during after-hours (specifically where no access was obtained to the electrical installation) as described in clause 1.3.10.3 for the duration of the tender period. A reference amount of 25 audits per month must be applied to calculate cost.

The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.13 Low Consumption Audits: Successfully Completed

Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Low Consumption Audit as described in clause 1.3.10.4 for the duration of the tender period.

A reference amount of 150 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.14 Low Consumption Audits: No Access

Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a Low Consumption Audit (specifically where no access was obtained to the electrical installation) as described in clause 1.3.10.4 for the duration of the tender period. A reference amount of 50 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.15 Low Consumption Audits: Successfully Completed – AFTER HOURS Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Low Consumption Audit during after-hours as described in clause 1.3.10.4 for the duration of the tender period. A reference amount of 50 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.16 Low Consumption Audits: No Access – AFTER HOURS

Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a Low Consumption Audit during after-hours (specifically where no access was obtained to the electrical installation) as described in clause 1.3.10.4 for the duration of the tender period. A reference amount of 5 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.17 Electrical Supply Disconnection Fee

Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of an electrical supply disconnection as described in clause 1.3.13 for the duration of the tender period. A reference amount of 25 disconnections per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.



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6.1.4.18 Electrical Supply Disconnection Fee – AFTER HOURS

Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of an electrical supply disconnection during after-hours as described in clause 1.3.13 for the duration of the tender period. A reference amount of 10 disconnections per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.19 Support Service: Data Management and Revenue Protection

Unit: Sum

The sum shall cover all summative monthly costs pertaining to operational and technical support for data management and revenue protection from the regional and satellite office for the duration of the tender period. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

6.1.4.2 Performance Measurement

6.1.4.2.1 Audits

The successful tenderer is required to meet a minimum threshold of 95% for each of the following audit types as listed below:

Normal Audits: Successfully Completed

Normal Audits: Successfully Completed – AFTER HOURS Full Audits: Successfully Completed

Full Audits: Successfully Completed – AFTER HOURS Low Consumption Audits: Successfully Completed

Low Consumption Audits: Successfully Completed – AFTER HOURS

The municipality reserves the right to only pay for the actual installations audited. Furthermore, failure to reach the target of minimum 95 percent audit rate in three consecutive months will result in a penalty of 5 percent from the monthly invoice.

6.1.4.2.2 Penalties

The penalties mentioned under Performance Measurement above, shall be applicable, should the successful bidder fail to adhere to the conditions of contract and shall be deducted from the invoice monthly. In cases where more than one deviation is confirmed, the summative percentages will be calculated and deducted from the monthly invoice cost. The municipality also reserves the right to impose the default terms according to the General Conditions of Contract, which may inter alia lead to cancellation of the contract.



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PREVIOUS EXPERIENCE AUDITS IN TERMS OF VALUE AND DURATION

Indication of Competence / Ability to Perform Successfully

List of recent previous work of a similar nature undertaken by the firm

Description of Project	Client contact details			Value of Contract (Excl. VAT)	Duration (Months)	Month / Year Completed	Scope of Work categories – Experience must include at least 4 of the 5 categories. A qualifying project shall include at least 3 of the 5 categories – Mark with “X”				
	Name of Client	Name of Responsible Official	Telephone no				Community meetings	Site Audit / GPS locations	Removal Illegal Connections	Installation of Service Connections	Security & Safety during works
Sample Project	XX Municipality	Danie Greeff	023 999 9999	R3.2m	18	Jan 2021	X	X	X	X	X

* Projects that have been **on-going or are completed** will be used for evaluation purposes.

The municipality **MAY** verify all information submitted in terms of this bid and any information that is incorrect or false will result in that bid being automatically disqualified and not considered further. It is therefore emphasised that the references provided by the bidder will be contacted to confirm the information in writing on the request by the Municipality.

Signed at on thisday of 20.....

As Witnesses: 1)..... 2).....



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7. PRICING SCHEDULE

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

A: ONCE OFF: SYSTEM SETUP, IMPLEMENTATION AND TRAINING COST

	DESCRIPTION	FIXED PRICE (INCL VAT) (FROM DATE OF CONTRACT UNTIL JUNE 2031)
1.1	System set-up	
1.2	Interface with Phoenix ERP	
1.3	Training Cost per 10 users	
1.4	Provision and on-site support of all hardware	
1.5	Other: (To be specified by Tenderer)	

B1 MONTHLY AND VARIABLE COST YEAR 1

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENT AGE (INCL VAT)	TOTAL BID PRICE (INCL VAT YEAR 1) (12 months)
1.	Management Fee	12 000 meters		
2.	Meter Audits	3 000 meters		
3.	Data Communication Cost			
4.	Vending Commission	R 120 000 000		
5.	Arrears Collection	R 13 000 000		
TOTAL MONTHLY AND VARIABLE COST (INCL VAT) YEAR 1				

B2 MONTHLY AND VARIABLE COST YEAR 2

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENT AGE (INCL VAT)	TOTAL BID PRICE (INCL VAT YEAR 2) (12 months)
1.	Management Fee	12 000 meters		
2.	Detailed meter audits/	3 000 meters		
3.	Data Communication Cost			
4.	Vending Commission	R 135 000 000		
5.	Arrears Collection	R 13 500 000		
TOTAL MONTHLY AND VARIABLE COST (INCL VAT) YEAR 2				



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B3 MONTHLY AND VARIABLE COST YEAR 3

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENT AGE (INCL VAT)	TOTAL BID PRICE (INCL VAT YEAR 3) (12 months)
1.	Management Fee	13 000 meters		
2.	Detailed meter audits	3 000 meters		
3.	Data Communication Cost			
4.	Vending Commission	R 145 000 000		
5.	Arrears Collection	R 14 000 000		
TOTAL MONTHLY AND VARIABLE COST (INCL VAT) YEAR 3				

B4 MONTHLY AND VARIABLE COST YEAR 4

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENT AGE (INCL VAT)	TOTAL BID PRICE (INCL VAT YEAR 4) (12 months)
1.	Management Fee	13 000 meters		
2.	Detailed meter audits	3 000 meters		
3.	Data Communication Cost			
4.	Vending Commission	R 160 000 000		
5.	Arrears Collection	R 14 500 000		
TOTAL MONTHLY AND VARIABLE COST (INCL VAT) YEAR 4				

B5 MONTHLY AND VARIABLE COST YEAR 5

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENT AGE (INCL VAT)	TOTAL BID PRICE (INCL VAT YEAR 5) (12 months)
1.	Management Fee	13 000 meters		
2.	Detailed meter audits	3 000 meters		
3.	Data Communication Cost			
4.	Vending Commission	R 175 000 000		
5.	Arrears Collection	R 15 000 000		
TOTAL MONTHLY AND VARIABLE COST (INCL VAT) YEAR 5				
TOTAL BID PRICE (A+B1+B2+B3+B4+B5) (incl. VAT) 5 YEARS				



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PRICING SCHEDULE – PROVISION AND ADMINISTRATION OF A PREPAID WATER VENDING SYSTEM

A: ONCE OFF: SYSTEM SETUP, IMPLEMENTATION AND TRAINING COST

ITEM	DESCRIPTION	FIXED PRICE (Inc. VAT) FROM DATE OF APPOINTMENT TILL 30 JUNE 2031
1.1	System setup cost	
1.2	Interface with Phoenix ERP (financial system)	
1.3	Training cost per 10 users	
1.4	Other (To be specified by Tenderer)	

B1 MONTHLY AND VARIABLE COST YEAR 1

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENTAGE (INCL VAT)	TOTAL BID PRICE (INCL VAT YEAR 1) (12 months)
1.	Management Fee	50 meters		
	Data Communication Cost			
3.	Vending Commission	R 40 000.00		
TOTAL MONTHLY AND VARIABLE COST (INCL VAT) YEAR 1				

B2 MONTHLY AND VARIABLE COST YEAR 2

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENTAGE (INCL VAT)	TOTAL BID PRICE (INCL VAT YEAR 2) (12 months)
1.	Management Fee	60 meters		
	Data Communication Cost			
3.	Vending Commission	R 50 000.00		
TOTAL MONTHLY AND VARIABLE COST (INCL VAT) YEAR 2				



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B3 MONTHLY AND VARIABLE COST YEAR 3

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENTAGE (INCL VAT)	TOTAL BID PRICE (INCL VAT YEAR 3) (12 months)
1.	Management Fee	80 meters		
	Data Communication Cost			
3.	Vending Commission	R 75 000.00		
TOTAL MONTHLY AND VARIABLE COST (INCL VAT) YEAR 3				

B4 MONTHLY AND VARIABLE COST YEAR 4

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENTAGE (INCL VAT)	TOTAL BID PRICE (INCL VAT YEAR 4) (12 months)
1.	Management Fee	100 meters		
	Data Communication Cost			
3.	Vending Commission	R 80 000.00		
TOTAL MONTHLY AND VARIABLE COST (INCL VAT) YEAR 4				

B5 MONTHLY AND VARIABLE COST YEAR 5

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENTAGE (INCL VAT)	TOTAL BID PRICE (INCL VAT YEAR 5) (12 months)
1.	Management Fee	120 meters		
	Data Communication Cost			
3.	Vending Commission	R 95 000.00		
TOTAL MONTHLY AND VARIABLE COST (INCL VAT) YEAR 5				
TOTAL BID PRICE (A+B1+B2+B3+B4+B5) (incl. VAT) 5 YEARS				

PLEASE ENSURE THAT THE CALCULATIONS MADE IS CORRECT AS ALL CALCULATIONS WILL BE CHECKED AND CORRECTED WHERE NEEDED. THE CORRECTED PRICE WILL BE USED FOR THE EVALUATION PROCESS.



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DATA MANAGEMENT, REVENUE PROTECTION

Items	Rate for service Year 1	Quantity per month	Cost per month for Year 1 (Rate x Quantity)	Cost for Year 1 (excl. VAT) (Cost per month x 12)
5.1 Normal Audit Successfully completed		250		
5.2 Normal Audit – No Access		50		
5.3. Normal Audit Successfully completed After Hours		50		
5.4 Normal Audit No Access After Hours		50		
5.5 Full Audit Successfully completed		200		
5.6 Full Audit No Access		50		
5.7 Full Audit Successfully completed After Hours		50		
5.8 Full Audit No Access After Hours		25		
5.9 Low Consumption Audit Successfully completed		150		
5.10 Low Consumption Audit No Access		50		
5.11 Low Consumption Audit Successfully completed After Hours		50		
5.12 Low Consumption Audit No Access – After Hours		5		
5.13 Electricity supply disconnection		25		
5.14 Electricity supply disconnection – After Hours		10		
5.15 Satellite Office Support		1		
TOTAL COST YEAR 1 (EXCLUDING VAT)				



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Items	Rate for service Year 2	Quantity per month	Cost per month for Year 2 (Rate x Quantity)	Cost for Year 2 (excl. VAT) (Cost per month x 12)
5.1 Normal Audit Successfully completed		250		
5.2 Normal Audit – No Access		50		
5.3. Normal Audit Successfully completed After Hours		50		
5.4 Normal Audit No Access After Hours		50		
5.5 Full Audit Successfully completed		200		
5.6 Full Audit No Access		50		
5.7 Full Audit Successfully completed After Hours		50		
5.8 Full Audit No Access After Hours		25		
5.9 Low Consumption Audit Successfully completed		150		
5.10 Low Consumption Audit No Access		50		
5.11 Low Consumption Audit Successfully completed After Hours		50		
5.12 Low Consumption Audit No Access – After Hours		5		
5.13 Electricity supply disconnection		25		
5.14 Electricity supply disconnection – After Hours		10		
5.15 Satellite Office Support		1		
TOTAL COST YEAR 2 (EXCLUDING VAT)				



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Items	Rate for service Year 3	Quantity per month	Cost per month for Year 3 (Rate x Quantity)	Cost for Year 3 (excl. VAT) (Cost per month x 12)
5.1 Normal Audit Successfully completed		250		
5.2 Normal Audit – No Access		50		
5.3. Normal Audit Successfully completed After Hours		50		
5.4 Normal Audit No Access After Hours		50		
5.5 Full Audit Successfully completed		200		
5.6 Full Audit No Access		50		
5.7 Full Audit Successfully completed After Hours		50		
5.8 Full Audit No Access After Hours		25		
5.9 Low Consumption Audit Successfully completed		150		
5.10 Low Consumption Audit No Access		50		
5.11 Low Consumption Audit Successfully completed After Hours		50		
5.12 Low Consumption Audit No Access – After Hours		5		
5.13 Electricity supply disconnection		25		
5.14 Electricity supply disconnection – After Hours		10		
5.15 Satellite Office Support		1		
TOTAL COST YEAR 3 (EXCLUDING VAT)				



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Items	Rate for service Year 4	Quantity per month	Cost per month for Year 4 (Rate x Quantity)	Cost for Year 4 (excl. VAT) (Cost per month x 12)
5.1 Normal Audit Successfully completed		250		
5.2 Normal Audit – No Access		50		
5.3. Normal Audit Successfully completed After Hours		50		
5.4 Normal Audit No Access After Hours		50		
5.5 Full Audit Successfully completed		200		
5.6 Full Audit No Access		50		
5.7 Full Audit Successfully completed After Hours		50		
5.8 Full Audit No Access After Hours		25		
5.9 Low Consumption Audit Successfully completed		150		
5.10 Low Consumption Audit No Access		50		
5.11 Low Consumption Audit Successfully completed After Hours		50		
5.12 Low Consumption Audit No Access – After Hours		5		
5.13 Electricity supply disconnection		25		
5.14 Electricity supply disconnection – After Hours		10		
5.15 Satellite Office Support		1		
TOTAL COST YEAR 4 (EXCLUDING VAT)				



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Items	Rate for service Year 5	Quantity per month	Cost per month for Year 5 (Rate x Quantity)	Cost for Year 5 (excl. VAT) (Cost per month x 12)
5.1 Normal Audit Successfully completed		250		
5.2 Normal Audit – No Access		50		
5.3. Normal Audit Successfully completed After Hours		50		
5.4 Normal Audit No Access After Hours		50		
5.5 Full Audit Successfully completed		200		
5.6 Full Audit No Access		50		
5.7 Full Audit Successfully completed After Hours		50		
5.8 Full Audit No Access After Hours		25		
5.9 Low Consumption Audit Successfully completed		150		
5.10 Low Consumption Audit No Access		50		
5.11 Low Consumption Audit Successfully completed After Hours		50		
5.12 Low Consumption Audit No Access – After Hours		5		
5.13 Electricity supply disconnection		25		
5.14 Electricity supply disconnection – After Hours		10		
5.15 Satellite Office Support		1		
TOTAL COST YEAR 5 (EXCLUDING VAT)				

Items	Cost for Year 1 (excl. VAT)	Cost for Year 2 (excl. VAT)	Cost for Year 3 (excl. VAT)	Cost for Year 4 (excl. VAT)	Cost for Year 5 (excl. VAT)
TOTAL COST PER YEAR (EXCLUDING VAT)					
TOTAL DATA MANAGEMENT, REVENUE PROTECTION, YEARS 1 + 2 + 3 + 4 + 5 (EXCLUDING VAT)					

Please insert the total cost price on the front page for all five (5) years all added together.



V E S T A

ANNEXURE B

Vesta Technical Services (Pty) Ltd

Phoenix and Prepay System Data Integration

Document Number:	VTs.PA/22.001
Document Version Number:	V01
Date:	18 March 2019
Note:	This document will explain the flow of data between the Phoenix Financial System and the municipality's selected Pre-paid vending system.



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1. OVERVIEW

This document defines the proposed interfaces, processes and protocols between the Phoenix financial management system and the selected Prepay vending system.

Data integration is obtained by upload and download of data files on a daily basis to ensure debtor account reflect the latest information.

The management of data files (upload and download) is fully automated (seamless integration) to limit human intervention and potential errors.

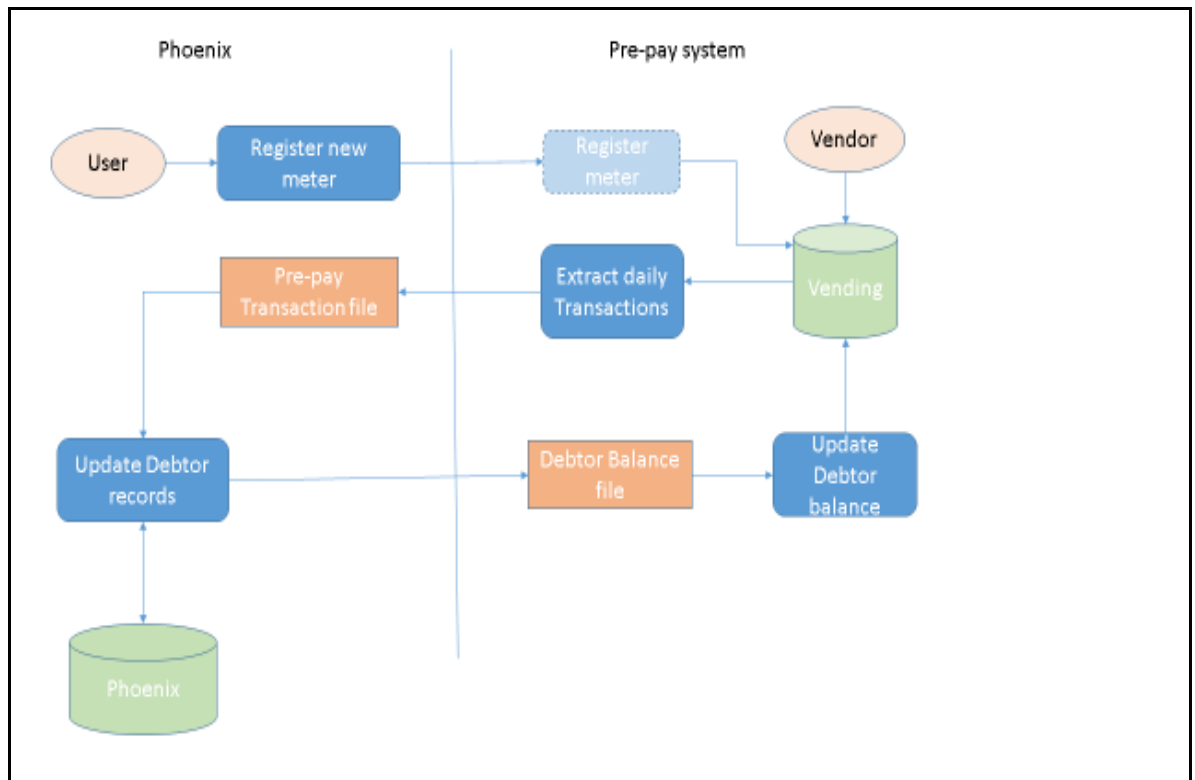
Vendor reconciliation is also automated provided that daily takings are banked individually per vendor the banking institution can record reference numbers accordingly.

2. PREREQUISITES AND SPECIAL REQUIREMENTS

- Data files in predefined formats.
- Access to upload, download files via FTP (or any other protocol, as long as the process could be automated) onto the necessary servers
- Vendor cash deposits are distinct and banking institution can record appropriate references if automated reconciliation is required.



3. Data Flow



3.1 Phoenix upload file

Single prepay transactions as recorded by each vendor are extracted from the vendors system and uploaded in a single file to the Phoenix server for processing. Cost of units and arrears collected (where applicable) are submitted as a single transaction. Each vendor can have their sequence of receipts, but receipt numbers should be unique per vendor.

External vendors will be identified as “VUnn” where nn indicates a serial number per external vendor and municipal cashiers also providing such a service will be identified as “VInn” accordingly. This convention is required for automatic reconciliation of takings. Other conventions could be accommodated by could limit automated recon functionality.



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Upload file format is as follows:

Field	Type	Size	Value
Station	A	15	
ReceiptNo	N	10	
Date (CCYYMMDD)	N	8	
Time (hhmmss)	N	6	
Filler	A	2	
TransType	N	2	05-PP sale 01-Free Basic
Accountno	N	10	
Filler	A	6	
MeterNo	N	13	
Filler	A	3	
Cost of Units	N	11	cent
Filler	A	2	
Arrear Amt	N	11	cent
TariffType	A	4	
Filler	A	4	
Units	N	8	
Operator	A	12	

3.2 Phoenix Download file

Once the transactions are processed on the Phoenix system and Debtor accounts are updated a Phoenix download file is created and transferred to the Pre-Pay system for processing. The file reflects new outstanding balances per debtor, applicable when restriction of sales or debt collection policies are implemented.

Download file format is as follows:

Field	Type	Size	
Accountno	N	10	
Filler	A	1	
Arrear Amt	N	11	Cent



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Download file with aged amounts:

Field	Type	Size	
Accountno	N	10	
Current Amt	N	11	Cent
30 Day Amt	N	11	Cent
60 Day Amt	N	11	Cent
90 Day Amt	N	11	Cent
90 Day+ Amt	N	11	Cent

3.3 Registration of new meters

New meters need to be registered on Phoenix as well as the Pre-pay vending system.

It is a requirement for the meter to be registered in Phoenix and associated to a debtor account to be able to process a pre-pay receipt. The following information can be downloaded at regular intervals or ad-hoc basis to register meters and update debtor information on the vending system. A data extract report should be written to provide this info from Phoenix for download to Vending system.

Field	Type	Size	
Meter Serial Number	A	15	
Meter Model	A	10	
Meter Type	A	1	E/W
Tariff Index	N	2	
Account Number	N	10	
Meter Number (PHOENIX)	N	10	
Debtor name	A	30	
Allow Cheque	A	1	
Allow Card Payment	A	1	
Block Debtor	A	1	
Indigent	A	1	Y/N
Debtor Arrear Amount (Cents)	N	11	



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4. Daily reconciliation

Automatic reconciliation of vendor takings and amounts paid in can be done provided that amounts are banked in single day takings, per vendor, and that the appropriate banking key is recorded accordingly by the financial banking institution. A unique key is generated per vendor per day and need to be recorded with the deposit made. Vesta will provide this utility as a standalone utility and no access to Phoenix is required to generate such a key.

Sites that works on a credit basis where vendors buy credits and sell credits available need to use an alternative reconciliation method.

5. Pre-paid Check list

Creating file for vendor	Run report to create file on Phoenix
	Import the file on vendor system
	File name:
	Date:
Update file to Phoenix	Export the payment file from vendor
	Import the file as external payment
	Run receipt update (vendor option) first just Print option
	If cashier balance run the update receipt with vendor option
	Run audit roll and save with receipt update report in vendor folder
	File name:
	Date:
Reconcile	Use the audit roll and receipt print report to balance the vendor amounts
General	Accounts must be registered on the Phoenix system.
	The meter numbers must be registered on the Phoenix system and linked to the debtor account.



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14. SCHEDULE OF PLANT AND EQUIPMENT

The following are lists of major items of relevant equipment that I/we **presently** own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

1. DETAILS OF MAJOR EQUIPMENT THAT IS OWNED BY AND IMMEDIATELY AVAILABLE FOR THIS CONTRACT.			
QUANTITY	DESCRIPTION	SIZE	CAPACITY

Attach additional pages if more space is required.

2. DETAIL OF MAJOR EQUIPMENT THAT WILL BE HIRED, OR ACQUIRED FOR THIS CONTRACT IF MY / OUR TENDER IS ACCEPTED.			
QUANTITY	DESCRIPTION,	SIZE	CAPACITY

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter **NIL**)



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15. SCHEDULE OF SUBCONTRACTORS

I/we the tenderer, notify the Bergrivier Municipality that it is our intention to employ the following Subcontractors for work in this contract:

SUBCONTRACTORS				
Category / Type	Subcontractor Name; Address; Contact Person; Tel. No.		Items of work (pay items) to be undertaken by the Subcontractor	Estimated cost of Work (Rand)
1.	Name of firm			
	Contact person			
	Tel No			
	Address			
2.	Name of firm			
	Contact person			
	Tel No			
	Address			
3.	Name of firm			
	Contact person			
	Tel No			
	Address			
4.	Name of firm			
	Contact person			
	Tel No			
	Address			
5.	Name of firm			
	Contact person			
	Tel No			
	Address			
Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)				

Acceptance of this tender shall not be construed as approval of all or any of the listed subcontractors. Should any of the subcontractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate this tender, and the tendered unit rates for the various items of work shall remain final and binding, even in the event of a subcontractor not listed above being approved by the Engineer.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



BERGRIVIER MUNICIPALITY

16. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – CURRENT CONTRACTS

CURRENT CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
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Name		Name				
Tel		Tel				
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Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Attach additional pages if mores space is required.Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)						
SIGNATURE			NAME (PRINT)			
CAPACITY			DATE			
NAME OF FIRM						



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17. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS

The following is a statement of similar work successfully executed by myself / ourselves:

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)



BERGRIVIER MUNICIPALITY

18. FORM OF OFFER AND ACCEPTANCE

NOTE:

1. This form must be completed in duplicate by both the successful bidder (Part 1) and the purchaser (Part 2). Both forms must be signed in the original so that the successful bidder and the purchaser will be in possession of originally signed contracts for their respective records.
2. NO correction fluid/tape may be used.
 - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
3. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
 - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

	INDICATE WITH AN 'X'							
Are you/is the firm a registered VAT Vendor	YES				NO			
If "YES", please provide VAT number								

1. OFFER

- 1.1. The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works; **TENDER 8/3/3-2026 MN5-2026**
- 1.2. The tenderer, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.
- 1.3. By the representative of the Tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the **Employer** under the contract, including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

2. THE ALL-INCLUSIVE RATE/AMOUNT OFFERED IS:

In figures:	R
In words:	

- 2.1. This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the **Contractor** in the conditions of contract identified in the Contract Data.

Signature(s)		
Name(s)		
Capacity		
Name of tenderer:		
Name of witness:	(Insert name and address of organization)	Date
Signature of witness:		



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3. ACCEPTANCE

- 3.1. By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.
- 3.2. Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.
- 3.3. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

Signature(s):		
Name(s):		
Capacity:		
For the Employer:	Bergrivier Municipality, Kerk Street, Piketberg, 7320	
Name of witness:		Date:
Signature of witness:		



BERGRIVIER MUNICIPALITY

19. PRICING SCHEDULE

NOTE:

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
3. Document **MUST** be completed in non-erasable black ink.
4. NO correction fluid/tape may be used.
 - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
5. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
 - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

I / We _____

(full name of Bidder) the undersigned in my capacity as _____

of the firm _____

hereby offer to BERGRIVIER Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the BERGRIVIER Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

	INDICATE WITH AN 'X'							
	YES				NO			
Are you/is the firm a registered VAT Vendor								
If "YES", please provide VAT number								

Please note the following:

1. BERGRIVIER Municipality reserves the right to downward adjust the scope of work/ quantity required to stay within its budget.
2. Only firm prices will be accepted and non-firm prices will not be considered.



BERGRIVIER MUNICIPALITY

20. DECLARATION BY TENDERER

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

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our tender and that I / we elect *domicillium citandi et executandi* (physical address at which legal proceedings may be instituted) in the Republic at:

I / We accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfillment of this contract.

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

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

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



BERGRIVIER MUNICIPALITY

SUPPLY CHAIN MANAGEMENT

Enquiries: Mr. S. Wilschut

Ref: 6/1/1

Tel: (022)913 6000

Fax: (022)913 1380

E-mail: wilschuts@bergmun.org.za

All Service Providers (SP's) and potential bidders

Dear Sir/Madam

Incomplete documentation in terms of bidding processes.

With reference to the judgment of the Supreme Court of Appeal case number 937/2012 Dr JS Moroka Municipality vs. Bertram (PTY) Limited 2013 JDR 2728 SCA the following:

"In our view the judgment supports the proposition that a Municipality determines the requirements for a valid tender and a failure to comply with the prescribed conditions of tender will result in such tender being disqualified as it would not be an 'acceptable tender' as defined in the Preferential Procurement Policy Framework Act 5 of 2000 unless the prescribed conditions are immaterial, unreasonable or unconstitutional.

Therefore, provided that the relevant tender document makes provision for **an original tax clearance certificate and/or any other certificates/documents** as a prescribed minimum prerequisite and/or peremptory requirement in order for such tender to be considered an 'acceptable tender' and to pass the threshold requirement for consideration and evaluation, and a tenderer fails to provide same, the Municipality would be within its rights to disqualify such tender/tenderer."

Therefore, BERGRIVIER Municipality will with immediate effect exclude all offers from bidders if the required documentation is not handed in/or attached with the original bidding documents.

Adv. Hanlie Linde
Municipal Manager

06 February 2026



BERGRIVIER MUNICIPALITY

SMME STATUS

98 No. 41970

GOVERNMENT GAZETTE, 12 OCTOBER 2018

SCHEDULE

The new National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial Classification	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	250	35.0 million
	Small	50	17.0 million
	Micro	10	7.0 million
Mining and Quarrying	Medium	250	210.0 million
	Small	50	50.0 million
	Micro	10	15.0 million
Manufacturing	Medium	250	170.0 million
	Small	50	50.0 million
	Micro	10	10.0 million
Electricity, Gas and Water	Medium	250	180.0 million
	Small	50	60.0 million
	Micro	10	10.0 million
Construction	Medium	250	170.0 million
	Small	50	75.0 million
	Micro	10	10.0 million
Retail, motor trade and repair services	Medium	250	80.0 million
	Small	50	25.0 million
	Micro	10	7.5 million
Wholesale	Medium	250	220.0 million
	Small	50	80.0 million
	Micro	10	20.0 million
Catering, Accommodation and other Trade	Medium	250	40.0 million
	Small	50	15.0 million
	Micro	10	5.0 million
Transport, Storage and Communications	Medium	250	140.0 million
	Small	50	45.0 million
	Micro	10	7.5 million
Finance and Business Services	Medium	250	85.0 million
	Small	50	35.0 million
	Micro	10	7.5 million
Community, Social and Personal Services	Medium	250	70.0 million
	Small	50	22.0 million
	Micro	10	5.0 million

Lindiwe D Zulu

Lindiwe D Zulu, MP
Minister of Small Business Development

Date: 23/09/2018

Initial *LDZ*