

UMKHANYAKUDE DISTRICT MUNICIPALITY



TENDER NO. SCMU 022/2023/2024

**THE APPOINTMENT OF THE SERVICE PROVIDER FOR THE SUPPLY,
DELIVERY, INSTALLATION & COMMISSIONING OF AN ONLINE HOSTED
PREPAYMENT ELECTRICITY VENDING & REVENUE MANAGEMENT SYSTEM
(36 MONTHS)**

JUNE 2024

Name of Tenderer: _____

PREPARED AND ISSUED BY:

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UMKHANYAKUDE DISTRICT MUNICIPALITY

TENDER NOTICE

TENDER NO. SCMU: 022/2023/2024

**INVITATION FOR SERVICE PROVIDERS FOR SUPPLY, DELIVERY,
INSTALLATION & COMMISSIONING OF AN ONLINE HOSTED PREPAYMENT
ELECTRICITY VENDING & REVENUE MANAGEMENT SYSTEM**

The uMkhanyakude District Municipality seeks experienced service providers to supply, deliver, install & commission an online hosted prepayment electricity vending & revenue management system (36 Months).

Tender documents can be downloaded from the National Treasury website: www.etenders@gov.za. Any queries can be directed to **Mr Siphamandla Mavundla** via email: sphamandla.mavundla6@gmail.com

Tender submissions must be properly bound and placed in the tender box situated at the main office entrance of the **uMkhanyakude District Municipality, Harlingen No:13433, Kingfisher Road, Mkuze, 3965, before 12h00 on Monday, 15 July 2024**, in a sealed envelope which is clearly marked with the Tender Number and Tender Description. Late quotations or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

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1 PART 1: TENDER SPECIFICATIONS / SCOPE OF WORK

1.1 BACKGROUND INFORMATION

Compliance with Specifications:

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.

2 SECTION A: HOSTED VENDING SYSTEM

2.1 Background

The uMkhanyakude District Municipality currently uses an Online Vending System for the sale of prepaid electricity tokens.

2.2 Scope

Supply, installation, support and maintenance of a STS 2 compliant hosted prepayment vending and management solution. It must use on-line technology to vend tokens in a secure and efficient way to the installed STS meter types.

2.3 Applicable Standards

The following standards shall have reference and apply as stipulated in the Specifications:

- IEC 62055 Electricity Payment Metering Systems
- 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
- 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

2.4 General

- 2.4.1. No tender shall be considered unless accompanied by a full description and technical details of the solution offered. Any special features shall be detailed.
- 2.4.2. Only tenderers who can offer a fully functional system, which can be demonstrated, will be considered.
- 2.4.3. Tenderers must be certified as an ISO 9001-2015 company.
 - 2.4.3.1. The ISO 9001-2015 certificate must be in the name of the bidding company.
 - 2.4.3.2. This is a mandatory requirement.
- 2.4.4. The system offered shall be windows-based system comprising a complete and fully functional prepayment vending and management system including all the operating and database modules needed to operate such a system.
- 2.4.5. The minimum hardware, software and communications requirements on which to run the system shall be specified for all the different components of the system.
- 2.4.6. The system shall provide for the following types of payment
 - 2.4.6.1. Cash
 - 2.4.6.2. Credit Card
 - 2.4.6.3. Debit Card
 - 2.4.6.4. Bank Transfer

- 2.4.7. A Payment Card Industry (PCI) Certificate in the name of the Bidding Company must be supplied. This is a mandatory requirement.
- 2.4.8. A valid Payments Association of South Africa (PASA) registration certificate in the name of the Bidding Company must be supplied. This is a mandatory requirement.
- 2.4.9. The system shall provide for the Electricity Basic Support Services Token (EBSST)
- 2.4.10. The system shall vend on-line to all installed prepayment meters in the municipal area of supply. This is a mandatory requirement.
- 2.4.11. All system functions shall be accessed via a user-friendly graphical user interface.
- 2.4.12. The prepayment meters shall accept all codes generated by the system to a valid meter and shall not reject the code generated.
- 2.4.13. 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.
- 2.4.14. The system shall be able to collect municipal account payments at the vending points. The system must interface with the financial system currently Sage billing system. This is a mandatory requirement and proof of one real-time integration must be provided.
- 2.4.15. The system shall be able to track the history/location of a meter from the time it is delivered to the municipality's main store, through other local stores and points of connection until it is finally scrapped.
- 2.4.16. The system shall be capable of interfacing with the municipality's GIS and other 3rd party systems.
- 2.4.17. The system shall be operational on a 24 X 7 X 365 basis.

2.5 Customer Reference

- 2.5.1. uMkhanyakude District Municipality may wish to contact one or more of your reference clients during the detailed evaluation period. Please provide contact names and details of the individuals who should be contacted in this regard.
- 2.5.2. Please prepare your reference clients for this contact. All contacts with your reference clients will be arranged through yourselves, but uMkhanyakude District Municipality reserves the right to conduct these information-sharing sessions without representatives from your company being present.

2.6 Mandatory Requirements

NOTE: Compliance with the following requirements is mandatory – any deviations will result in tender disqualification.

2.6.1. Oracle or Microsoft SQL Server

- 2.6.1.1. A mandatory requirement of uMkhanyakude District Municipality is an Oracle or Microsoft database environment. The reasoning for utilization of Oracle/Microsoft SQL is:
 - The proven stability of these databases,
 - The proven scalability of these databases,
 - And the availability of suitably qualified support personnel for these databases.

2.6.2. Software Architecture

- 2.6.2.1. The online vending system software shall be based on the Microsoft .NET web services architecture.
- 2.6.2.2. The online vending solution shall be hosted by the service provider in their data centre where industry best practice should be followed.
- 2.6.2.3. The servers and hosted infrastructure is to be located in a large member of the South African Internet Service Providers Association (ISPA). See <https://ispa.org.za/membership/list-of-members/>

2.6.3. Online Reporting System

- 2.6.3.1. The vending solution shall include a dedicated reporting environment that runs on proven reporting software.
- 2.6.3.2. The Municipality shall have access to a full set of standard management reports that are available online – see Appendix 1.

2.6.4. Online Customer Contract Management

- 2.6.4.1. The system shall have the ability to perform online customer contract management via any standard web browser.
- 2.6.4.2. The following functionality shall be available via the online Customer Contract Management web application:
 - 2.6.4.2.1. Creating new Customers
 - 2.6.4.2.2. Creating new Points of Connection
 - 2.6.4.2.3. Updating Customer details
 - 2.6.4.2.4. Updating Point of Connection details
 - 2.6.4.2.5. Link Customers, Points of Connection, Meters
 - 2.6.4.2.6. Perform Advanced Customer, Point of Connection and Meter data lookups

2.6.5. Online Engineering Operations

- 2.6.5.1. The system shall have the ability to generate engineering tokens (Replacements, Clear Tamper, Clear Credit, and Power Limit) online via any standard web browser.

2.6.6. Online Auxiliary Account Management

- 2.6.6.1. The system shall have the ability to manage customer specific auxiliary accounts online via any standard web browser.
- 2.6.6.2. This functionality shall include the creation of auxiliary account categories and the definition of the account details such as account balance and collection type.

2.6.7. Online Asset Management

- 2.6.7.1. 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.

2.6.8. Online System Configuration

- 2.6.8.1. The system shall have the ability for its system's parameters to be configured online via any standard web browser.

2.6.9. Online System Security

- 2.6.9.1. The system shall have the ability to define online users, user roles online via any standard web browser.
- 2.6.9.2. The system security settings shall be in line with the Auditor General's requirements.

2.7 Support, Installation & Commissioning

- 2.7.1. Tenderers shall provide onsite support, as well as show the capability to remotely support the system.
- 2.7.2. Server remote management includes:
 - 2.7.2.1. Embedded IPMI standard reporting
 - 2.7.2.2. System event log access
 - 2.7.2.3. Remote Serial console (serial redirection)

- 2.7.2.4. Browser, Telnet access
- 2.7.2.5. SMASH-CLP compliant
- 2.7.2.6. IPMI 2.0 compliant
- 2.7.2.7. Secure Socket Layer Encryption
- 2.7.3. Remote support shall include an offsite backup and disaster recovery service through the mirroring of data on at least every 15 minutes.
- 2.7.4. Tenderers shall submit themselves to an assessment conducted by the municipality, of their capabilities, demonstrating at least 5 permanent, dedicated and centrally located system support personnel in their employment.

2.8 Technology and Platform

2.8.1. Database

- 2.8.1.1. The system shall operate on a relational database technology, like ORACLE or Microsoft SQL.
- 2.8.1.2. The application must operate on a Windows® platform, the database technology offered must run on a Windows® based machine.
- 2.8.1.3. The design of the database shall be such that it conforms to the following Relational Database Management System (RDBMS) rules:
 - 2.8.1.3.1. All information shall be represented only in tables.
 - 2.8.1.3.2. Each atomic value must only be accessible by combination of table name, primary key and column name.
 - 2.8.1.3.3. All Nulls must be systematic treated within the RDBMS.
 - 2.8.1.3.4. An online data catalogue must be maintained by the RDBMS.
 - 2.8.1.3.5. A comprehensive data sub-language must exist, supplementing standard SQL.
 - 2.8.1.3.6. High-level Insert, Update and Delete functionality must exist within the RDBMS.
 - 2.8.1.3.7. Both physical and logical data independence must be maintained by the RDBMS.
 - 2.8.1.3.8. A low-level language shall not subvert or bypass the RDBMS high-level language.
- 2.8.1.4. The database shall allow concurrent users to access data on a central database from various online terminals.
- 2.8.1.5. 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.
- 2.8.1.6. 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 (On-line Transaction Processing) environment.
- 2.8.1.7. 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.
- 2.8.1.8. The database shall allow the following:
 - 2.8.1.8.1. Control of sorting for optimal memory allocation.
 - 2.8.1.8.2. Control over SQL caching for optimal memory allocation.
 - 2.8.1.8.3. 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.

- 2.8.1.8.4. 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 the utility 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.
- 2.8.1.8.5. The database shall support a JAVA database engine, enabling future application integration.
- 2.8.1.8.6. 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.
- 2.8.1.8.7. The database shall allow the reading of, and writing to, external files via Stored Procedures, ensuring ease of system integration.
- 2.8.1.8.8. Tenders shall supply independent, documented proof to substantiate conformance to these aspects.

2.9 Operating System

- 2.9.1. All workstation applications shall operate on a Windows platform.
- 2.9.2. The database must be operable on a Windows® platform.
- 2.9.3. All system functions shall be accessed via a user-friendly Graphical User Interface.

2.10 Hardware

- 2.10.1. All workstation components of the system shall operate on a standard, readily available, PC-based machine with no special modifications required to any parts.
- 2.10.2. The server hardware shall include sufficient scalability and be housed in a secure data centre environment. The Tenderer shall supply a standard STS security module solution and comply with STS2 (or later version) when required. The system must be TID - compliant as per the relevant STS certification.
- 2.10.3. The STS Certificate in the name of the Bidding Company must be supplied. This is a mandatory requirement.

2.11 Data Model

- 2.11.1. The underlying data model used by the system shall be tested by the municipality to ensure that it conforms to the standard of an applicable system.
- 2.11.2. This means that the data model shall be capable of the following:
 - 2.11.2.1. A Point-of-Connection shall be supported which is independent from a Location, Meter and Consumer.
 - 2.11.2.2. The tariff shall not be connected to a Meter or a Consumer, but shall rest with the Point-of-Connection.
 - 2.11.2.3. The data model shall allow for the definition of hierarchical Nodes to simulate a distribution network.
 - 2.11.2.4. The data model shall allow for WGS-84 GPS coordinate definition with all locations.
 - 2.11.2.5. The data model shall accommodate, for enhanced management purposes, possible additional resources like water.

2.12 Integration and Interface Requirements

2.12.1. File based integration

- 2.12.1.1. The system shall be able to facilitate file-based integration via a purpose-built application.
- 2.12.1.2. This application shall be able to extract or import data according to dynamically defined business rules.
- 2.12.1.3. This application shall also be able to manage and track processed data, regenerated files and enable additional file layouts as required.

2.12.2. Web based integration

- 2.12.2.1. The system shall be able to facilitate web-based integration via a purpose-built API.

2.13 Customer Portal

2.13.1. A web-based customer portal should be available where consumers can:

- 2.13.1.1. View their recent transaction history
- 2.13.1.2. Request an EBSST Token
- 2.13.1.3. Update their contact information

2.14 System Operations

2.14.1. Critical Performance Parameters

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

- 2.14.1.1. The software and database shall be able to accommodate, with no special changes other than hardware scaling, more than 1 million consumer records and 120 million transaction records from the main server.
- 2.14.1.2. The software and database shall have no limitation on the number of named users and workstations it can accommodate.
- 2.14.1.3. The online system shall be scalable to transact 30 requests per second.
- 2.14.1.4. A standard vending operation shall be less than 15 seconds from request to completion token printing or programming.
- 2.14.1.5. Thin client architecture shall require less than 32kb/sec to be functional over a wide area network (WAN).

2.14.2. Languages and Currency

- 2.14.2.1. The system shall support English as a Language.
- 2.14.2.2. The system shall support South African Currency (Rand and cents).

2.14.3. Electricity Prepayment Vending

2.14.3.1. Transactions

- 2.14.3.1.1. All transactions shall uniquely identifiable and recorded accordingly in the database.
- 2.14.3.1.2. Any rounding errors of kWh shall be recorded in the database as per STS requirements.
- 2.14.3.1.3. No system transaction reversals shall be allowed.

2.14.4. Vending Operation

- 2.14.4.1. The system shall be capable of vending STS compliant prepayment credit and engineering tokens.
- 2.14.4.2. The system shall be certified by the STS association as being Vending, Engineering and Key Change Management compliant.

- 2.14.4.3. The system shall be capable of vending prepayment credit tokens.
- 2.14.4.4. Vendors shall have the ability to perform a consumer lookup through meter number.
- 2.14.4.5. The system shall be capable of allowing transaction re-prints and reversals, without compromising the integrity of transactions and subject to appropriate security.
- 2.14.4.6. The system shall be capable of vending free electricity grants.
- 2.14.4.7. The system shall have the ability to calculate and display cash change to the vendor, where applicable.
- 2.14.4.8. The system shall allow for operator security management.

2.14.5. Vending Management

- 2.14.5.1. The system shall allow for vendor and cashier shifts to accommodate various levels of operators, thus improving security.
- 2.14.5.2. The system shall allow for the automated or manual sign-off of shifts, including bank batches.
- 2.14.5.3. Vendors shall have pre-defined, credit limits limiting the exposure at certain outlets. The option shall exist to update credit limits manually.

2.14.6. Tokens and receipts

- 2.14.6.1. The system shall accommodate multiple receipts. It shall include but not be limited to auxiliaries, credit token and other transaction receipts.

2.14.7. Auxiliaries

- 2.14.7.1. 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.
- 2.14.7.2. A consumer's unique collection profile shall be automatically updated by the system based on historic payments made.

2.14.8. Tariffs

- 2.14.8.1. A separate tariff spreadsheet shall be used for defining tariff and debt calculations.
- 2.14.8.2. The Municipality shall have the ability to customize the tariff spreadsheet at will.
- 2.14.8.3. The tariff system shall accommodate an unlimited number of tariffs, debt and charges rules and calculations.
- 2.14.8.4. The system shall accommodate step tariffs, with an unlimited number of kWh-based steps.
- 2.14.8.5. Unique tax and fixed charges profiles shall be definable for each tariff block.
- 2.14.8.6. Tax and fixed charge blocks independent from step tariff blocks shall be definable according to monthly monetary value transacted, or kWh bought.
- 2.14.8.7. The system shall have automated activation dates for tariff changes.

2.14.9. Online Vending

- 2.14.9.1. Online vending on a PC Point of Sale shall take place through a thin client.
- 2.14.9.2. All messages shall be via the self-defining, open-standard XML protocol.
- 2.14.9.3. The system shall support the latest version of the NRS009-6-10 XMLVend specification.
- 2.14.9.4. The online transaction processing infrastructure shall have unlimited scalability with hot-swappable redundancy.
- 2.14.9.5. The online infrastructure shall be a clustered environment that will allow the service provider to upgrade its solution by adding new parallel servers for transaction processing. This environment will further augment system redundancy.

2.14.10. Online Customer Contract Management

- 2.14.10.1. Management of Customer Contracts shall be carried out through a single online take-on web page via any standard web browser.
- 2.14.10.2. The Customer Contract Management System shall accommodate the saving of uncompleted contracts whilst these customers will not be able to vend.

2.14.11. Consumers

- 2.14.11.1. The system shall allow for the registration and management of consumer records independent from meter and points-of-connection.

2.14.12. Engineering

2.14.12.1. Meter Life Cycle Tracking

- 2.14.12.1.1. In order to facilitate meter life cycle tracking, the system shall accommodate at least the following location types:
 - 2.14.12.1.1.1. Inventory Store
 - 2.14.12.1.1.2. Resource Consuming Location
- 2.14.12.1.2. Again in order to track meter life cycle, the system shall further allow for the following modes of operation:
 - 2.14.12.1.2.1. Received
 - 2.14.12.1.2.2. Installed
 - 2.14.12.1.2.3. Removed

2.14.13. Standard Reports

- 2.14.13.1. The following complex reports shall come standard with the vending system – see Appendix 1 including but not limited to:
 - 2.14.13.1.1. Management Summary
 - 2.14.13.1.2. Transaction Summary
 - 2.14.13.1.3. Free Basic Electricity
 - 2.14.13.1.4. Zero Low Purchase

2.14.14. System Management

2.14.14.1. Communication

- 2.14.14.1.1. The system shall be configurable to operate fully online
- 2.14.14.1.2. The system shall use a TCP/IP communication layer supporting GPRS, LAN/WAN, telephone dial-up, BGAN and VSAT communication.
- 2.14.14.1.3. The complete database shall be automatically mirrored to a disaster recovery site at least every 15 minutes.

2.14.14.2. Security

- 2.14.14.2.1. Database security governing low- and high-level database access shall be via a proven technology and applied at both database and application level.
- 2.14.14.2.2. The system shall allow for the addition of an unlimited number of named operators.
- 2.14.14.2.3. Security shall be adjustable to allow for individualized access to any field within the database.
- 2.14.14.2.4. The system shall allow for smart card based SSL security to be implemented for on-line POS.

2.14.14.3. Reporting and Information

- 2.14.14.3.1. The database shall be accessible via standard SQL-based report writing tools.

2.14.14.4. Geographical Information System

- 2.14.14.4.1. It is envisaged that a Geographical Information System will be linked/incorporated into the prepayment database in the future.
- 2.14.14.4.2. The proposal should describe how the solution would cater for such GIS integration.
- 2.14.14.4.3. 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 point of connection of a meter.
- 2.14.14.5. Vending Gateway with Transaction
 - 2.14.14.5.1. The transaction switch should include vendor credit limits that will only allow a vendor to sell services if a positive credit is maintained.
 - 2.14.14.5.2. The transactions switch must include an electronic fund transfer (EFT) switch to facilitate credit card payments and the system must be able to cater for the functionality whereby the fee is charged to the customer making the purchase.
 - 2.14.14.5.3. The EFT option should include a secure web site for selling services.
 - 2.14.14.5.4. The transaction switch should allow for mobile points of sale (PoS) to connect to it. This will be achieved by allowing various suppliers of mobile technology to integrate to the transaction switch.
 - 2.14.14.5.5. All transactions must be done on a real-time basis, i.e. Customers must receive their tokens immediately when payment is made.
 - 2.14.14.5.6. Voucher based / Scratch cards and the like are not allowed.

2.15 Vending Channels

- 2.15.1. The following vending channels shall be implemented:
 - 2.15.1.1. PC POS
 - 2.15.1.2. Mobile POS
 - 2.15.1.3. Mobile Phone
 - 2.15.1.4. Consumer website
 - 2.15.1.5. Real-time secure EFT purchase via a banking platform
 - 2.15.1.6. National Retailers

2.16 Online Retail and Vending Administration

- 2.16.1. The system shall have the ability to manage retailer/Vendor accounts online.
- 2.16.2. This includes adding, removing and editing retailers, vendors, operators and terminals.
- 2.16.3. It shall also allow transferring and adjusting retailer funds and accepting retailer deposits.
- 2.16.4. The system shall have the ability to add, remove and edit Vendors online.
- 2.16.5. The system shall have an online facility for reconciling between client records, EFT records and service provider records.

2.17 System Hardware

- 2.17.1. The system Hardware must be scalable with full backup and disaster recovery. Additional hardware:
 - 2.17.1.1. Online PC Based Vending Terminals
 - 2.17.1.2. Online Vending Handheld Terminals
- 2.17.2. Servers can be combined, depending on software requirements, provided performance is not compromised.

- 2.17.3. The tenderer shall provide, install, manage and support all the necessary hardware needed to operate the online vending system and shall maintain and upgrade the hardware during the contract period at tenderer's cost.
- 2.17.4. All client access components of the system shall operate on a standard, readily available, PC-based machine with no special modifications required to any parts. Brand-name system will be the preferred option.
- 2.17.5. POS (Point of Sale) terminals can be PC based or other POS terminals that comply with the hardware and software requirements. These terminals shall be submitted for approval by the Municipality.
- 2.17.6. Encryption cards and security modules shall be centralised in the hosted master server to ensure the security of the system.
- 2.17.7. All servers shall have the necessary redundancy. The necessary backup facilities will also be maintained at a separate geographically located site with an uptime of 99.5%.

2.18 System Software

- 2.18.1. The successful tenderer shall provide and install the necessary licensed software and operating systems needed to operate the vending system and shall maintain and upgrade the software during the contract period.
- 2.18.2. All PC based workstations to be provided with licensed Microsoft Operating systems.
- 2.18.3. The successful tenderer shall be responsible for the migration from the current system to the new system and provide quality assurance that all data has been migrated successfully.
- 2.18.4. The successful tenderer shall be responsible for all licensing and upgrade cost during the contract period.
- 2.18.5. The successful 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.
- 2.18.6. Should migration be necessary at the onset or during commissioning of the system, all cost will be for the successful tenderer.
- 2.18.7. The successful tenderer shall provide training on all elements of the system for all the different user groups and vendors.
- 2.18.8. The successful tenderer shall provide on-site support and a 24 x 7 x 365 comprehensive support service and help desk for the contract period.

2.19 Arrears Recovery

- 2.19.1. There shall be a direct interface with the billing system so that arrears collected can be posted directly to the relevant account.
- 2.19.2. 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.
- 2.19.3. Data should be imported directly from financial system currently Sage into the successful tenderers system where data will be managed to block and unblock consumers.

2.20 Data Ownership

- 2.20.1. All the information on consumers and related information 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.

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

2.21 System Costs

2.21.1. The method of payment will as per the pricing schedule.

2.21.2. A service level agreement will be entered into by the municipality and the successful tenderer for a period of 3 years and shall clearly stipulate issues like:

2.21.2.1. Hardware and software upgrade and ownership conditions

2.21.2.2. Communication up- and downtimes and reliability

2.21.2.3. Level of support and response times

2.21.2.4. Training

2.21.2.5. Performance levels and penalties

2.21.2.6. Data ownership additions

2.21.2.7. Exit and termination conditions

2.21.2.8. Insurance of Hardware, software and communications

2.21.2.9. Asset Management (Servers) of equipment supplied

2.21.2.10. Capturing all new and existing equipment detail onto an Installed Base registered within forty-eight (48) hours of receipt of the information.

2.21.2.11. Updating the Installed Base register by processing all additions and deletions of equipment movement.

2.21.2.12. Tracking equipment history.

2.21.2.13. Verifying the equipment register.

2.21.2.14. Updating the various activities on the equipment schedules to ensure the warranty conditions are met.

2.21.2.15. Hardware support

2.21.2.15.1. Configuration of the hardware.

2.21.2.15.2. Provide maintenance on Server and Terminal based hardware.

2.21.2.15.3. Co-ordinate and ensure the repair of faulty hardware.

2.21.2.15.4. Upgrades of hardware and firmware to be included.

2.21.2.15.5. Hardware installation/ reinstallation.

2.21.2.15.6. Secure Modules - management of secure modules for STS meters. Upgrade for performance, STS2 and other compliances where necessary.

2.21.2.15.7. Server Manufacturer maintenance agreements

2.21.2.16. Software support

2.21.2.16.1. Software configuration / reconfiguration.

2.21.2.16.2. Recovery from software errors and hardware failures.

2.21.2.16.3. Full system configuration management.

2.21.2.16.4. Operational hardware and software training.

2.21.2.16.5. System administration.

2.21.2.16.6. Software installation / reinstallation.

2.21.2.16.7. Database administration and application-based housekeeping.

2.21.2.16.8. Fine tuning the client server-based architecture and applications.

2.21.2.16.9. Software and Interface support/ upgrades as required.

2.21.2.17. Account and Project Management

2.21.2.17.1. Account management functions to be performed will control the maintenance, installation, commissioning and de-commissioning of vending machines.

- 2.21.2.17.2. Operational statistics, from a maintenance perspective, e.g.: average response time, average repair time.
- 2.21.2.18. General
 - 2.21.2.18.1. Support Call Centre facility with 24 x 7 hours availability.
 - 2.21.2.18.2. Fault diagnosis/ repair/ feedback for operations improvement.
 - 2.21.2.18.3. Periodic site inspection and maintenance.
 - 2.21.2.18.4. Monthly offsite backup and storage management.
 - 2.21.2.18.5. Ongoing system/ process improvement recommendations (Pre-payment and Credit control).
 - 2.21.2.18.6. Adequately skilled staff to support and maintain the server hardware for the primary and disaster recovery sites.
- 2.21.3. The tenderer shall list the following components and give a detail specification thereof in order to enable a fair comparison of tenders offered:
 - 2.21.3.1. Hardware
 - 2.21.3.2. Software
 - 2.21.3.3. Communication
 - 2.21.3.4. Support
 - 2.21.3.5. Training

3 SECTION B: SUPPLY, INSTALL AND MAINTAIN THE PREPAID ELECTRICITY VENDING TERMINALS INCLUDING VENDOR MANAGEMENT

3.1 Scope

The complete management of all municipal vending sites and contracted 3rd party vendors on behalf of the Municipality, i.e. the appointment, installation, support and maintenance of the vending terminals, financial control, reconciliation management and supply of all consumables.

3.2 Vendor Management

The successful tenderer shall be responsible for the following:

- 3.2.1. 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.
- 3.2.2. Appointment of vendors and signing of contracts. The Municipality will determine the quantity of vendors per location as required in consultation with the service Provider.
- 3.2.3. Providing all the necessary hardware, software and communications equipment needed for the vendor to operate.
- 3.2.4. Providing training as and when necessary for the vendor or his appointed operators in order to operate the equipment and relevant software.
- 3.2.5. Providing the routine and necessary maintenance, repair and servicing as is required to maintain the equipment.
- 3.2.6. Collection of all revenue from vendors as per agreement
- 3.2.7. Where necessary, insurance against revenue loss.
- 3.2.8. Providing the necessary security measures for collecting the revenue if required.
- 3.2.9. To reconcile the revenue received from the vendors on a daily basis and provide the necessary credit to the vendor to continue vending.
- 3.2.10. Payment of any commissions owed to vendors.
- 3.2.11. Payment of revenue received (Prepaid & Auxiliary separately) directly into the municipalities primary bank account at predetermined times together with a reconciliation of said revenue.
- 3.2.12. Providing daily, weekly and monthly reports as required by the municipality.
- 3.2.13. Provide audit reports if required.
- 3.2.14. All existing terminals that are not compatible with the proposed vending and management system must be replaced at the cost of the successful tenderer.

3.3 Support Services

The successful tenderer shall be responsible for the following:

- 3.3.1. Providing the necessary 24 / 7 telephonic support for vendors.
- 3.3.2. List and specify all consumables that will be required.
- 3.3.3. Provide a 24 x 7 x 365 support service to customers using the virtual channels.
- 3.3.4. The successful tenderer shall not subcontract this service to a third party. An undertaking for capability and ability must be provided.
- 3.3.5. All equipment provided must carry a three-year onsite warranty.

3.4 System Costs

The method of payment will as per the pricing schedule.

4 Mandatory Requirements for Bid Qualification – Prequalification Criteria – Scope of Work

Bids must comply with following Mandatory requirements in respect of the Scope of Work. Non-compliance to these requirements will invalidate the tender. Please indicate Yes/No. The required evidence for each item in the table below must be supplied.

| Item | Minimum Criteria | Evidence to be provided | Yes/No |
|------|---|---|--------|
| 1 | The system shall support vending to the installed base of meters within the Municipality: <ul style="list-style-type: none"> Vend to STS keypad meters | A letter of undertaking on the company letter head signed by a duly authorized person and the bidder shall be able to demonstrate this on request during evaluation. | |
| 2 | STS (Standard Transfer Specification) – The bidding company must be a direct member of the STS Association and be STS 2 Certified. | Certified copy of Certificate from STS Association in the name of the bidding company (STS 2) | |
| 3 | Interface seamlessly to the Financial system (currently Sage) - The online prepayment vending and management system must link into the financial system for transaction management (bi-directional) and allow for the collection of outstanding arrears as a minimum. | A letter from one municipality indicating that the bidding company has successfully interfaced with the Sage financial system. | |
| 4 | The online prepayment and management system shall be mSCOA compliant. | A letter from a billing system provider plus a letter from any other Municipality confirming that the online prepayment and management system of the bidding company is mSCOA compliant. | |
| 5 | Payment Card Industry (PCI) Certificate in the name of the bidding company is required for credit and debit card processing. | Certified copy of the PCI Certificate in the name of the bidding company | |
| 6 | Payment Association of South Africa (PASA) certificate in the name of the bidding company is required to process payments | Certified copy of the PASA Certificate in the name of the bidding company | |
| 7 | Support Call Center - A 24 x 7 x 365 support call centre is required to support and maintain the vending system. The bidder shall not sub-contract this service to a third party. | A letter of undertaking, for capability and ability, on the company letter head signed by a duly authorized person and the bidder shall be able to demonstrate this on request during evaluation. Please also include contact details for the call center. | |
| 8 | ISO 9001-2015 Certificate accredited by SANAS in the name of the bidding company | Certified copy of the SANAS accredited ISO 9001-2015 Certificate in the name of the bidding company | |
| 9 | Baseline and Customised Reporting | A letter of undertaking on the company letter head signed by a duly authorized person indicating that: <ul style="list-style-type: none"> the online prepayment and management system is fully compliant with the list of baseline reports required in Appendix 1; Additional reports shall be developed at no cost on request by the municipality; And the bidder shall be able to demonstrate this on request during evaluation. | |
| | | | |

| | | | |
|----|---|---|--|
| 10 | Capacity and Infrastructure: Key Personnel for the maintenance and service of the electricity prepayment online vending system (hardware and software). | <p>Minimum of Three (3) Key personnel (Full-time professionals with a relevant B. degree) required with five (5) to 10 (10) years relevant working experience in an online prepayment electricity environment.</p> <ul style="list-style-type: none"> • Names • Qualifications (Proof of qualifications to be attached) • Online vending work experience (time frames and where) • Function and Job title • Years of experience at each (if more than one) of the following: <ul style="list-style-type: none"> ○ Microsoft operating systems ○ Microsoft SQL Server Enterprise Edition or Oracle ○ XML Vend 2.1 <p>Only team members related to the project to be listed.</p> <p>Key personnel listed under this section must be employed by the bidding company.</p> | |
|----|---|---|--|

5 Functional Criteria

The tenderer shall not proceed to the next stage of evaluation should they fail to achieve the minimum qualifying score of 70% (70) points for the requirements listed below. All supporting documentation must be in the name of the bidding company. Maximum of 100 points.

| Item | Description | Value | | |
|--|---|-------|---|-----|
| 1 | Single interface integrated multi-utility system, vending Electricity from a single interface. A demonstration of this may be requested. | 15 | Full description and STS certificate in the name of the bidding company | 15 |
| | | | STS certificate in the name of the bidding company | 0 |
| 2 | Broad based third-party vending footprint provided to municipalities for mass retailers, and banks. Proof supplied must be a letter or copy of agreement between the bank and/or mass retailer and the bidding company indicating a direct integration | 15 | 3 Letters / Agreements | 15 |
| | | | 2 Letters / Agreements | 5 |
| | | | No | 0 |
| 3 | Experience in hosted on-line vending provided to municipalities for 10 or more years Proof supplied must be customer reference letters. 6 points will be allocated per project to a max of 5 projects | 30 | 5 Letters | 30 |
| | | | 3 Letters | 15 |
| | | | No extensive experience | 0 |
| 4 | Disaster recovery and business continuity plan | 5 | Plan included | 5 |
| | | | No plan | 0 |
| 6 | Letters from municipalities confirming third party vending and arrears collection. At least one to be Live or real time updates for bill payments and arrears collections – dependent on Billing System (if the provider can connect real time) Evidence, both the appointment letters and Customer Reference Letters to be attached as proof. Three points will be allocated per project to a max of 5 projects | 15 | 5 letters | 15 |
| | | | 2 letters | 6 |
| | | | 1 letter | 3 |
| 7 | Detailed mSCOA implementation approach included, one letter confirming on-line integration into Sage financial system | 10 | Plan and letter included | 10 |
| | | | No plan and/or letter | 0 |
| 8 | Service provider to prove that they have a service desk/customer support centre and indicate the hours of operation: Attach service desk/ customer support centre and contact details and letter of confirmation from one municipality. | 10 | 24/7 Service | 10 |
| | | | Extended Business hours (07:00- 19:00) | 6 |
| | | | Business hours (8:00-16:00) | 3 |
| TOTAL POINTS | | | | 100 |
| MINIMUM QUALIFYING SCORE FOR ADVANCING TO THE NEXT STAGE | | | | 70 |

Preference Points Schedule

The **80/20 preference point system** in terms of the municipality's SCM Policy will be applicable as follows:

| PREFERENCE SYSTEM | |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Specific Goal | Sub-Points |
| Enterprise owned by Black People | 4 |
| Enterprise owned by Women | 4 |
| Enterprise owned by Youth | 4 |
| Enterprise owned by Disabled Persons | 4 |
| Enterprise owned by SMME's – QSE and EME | 4 |

Joint Venture arrangements: Each Company will be evaluated individually, and the cumulative points will be divided to establish average to obtain Final Specific Goal Points.

All service providers intending to submit a tender are required to be registered on the Central Supplier Database.

Tenderers shall take note of the following Tender Conditions:

uMkhanyakude District Municipality's procurement policy will apply,

uMkhanyakude District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,

Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.

W.M Nxumalo
Municipal Manager
uMkhanyakude District Municipality

APPENDIX 1: BASELINE REPORTING

Reports must be for selected periods of interest, e.g.:

- Annual Reports
- Half-Yearly Reports
- Quarterly Reports
- Monthly Reports
- Weekly Reports
- Daily Reports
- Ad-Hoc Report

| Item | Description | Ad Hoc | Daily | Weekly | Monthly | Annual |
|------|--|-----------|-------|--------|---------|--------|
| 1. | Tenant Consumers Not Expired | D | D | D | D | D |
| 2. | Debt overview | D | D | D | D | D |
| 3. | Debt per area (Summary Only) | D | D | D | D | D |
| 4. | End of shift Totals per Vendor per date | D | D | D | D | D |
| 5. | End of shift Totals for the day: Vendor & Date Range Summary Only | D | D | D | D | D |
| 6. | End of shift Totals for Selected Vendors & Dates | D | D | D | D | D |
| 7. | Cheque Report | D | D | D | D | D |
| 8. | All registered Meters per customer | D | D | D | D | D |
| 9. | Customer Data by meter number | D | D | D | D | D |
| 10 | Customer Data by meter type: Business, Domestic, indigent | D | D | D | D | D |
| 11 | Customer Data by Surname | D | D | D | D | D |
| 12 | Indigent Customer By Town - Summary Only | D | D | D | D | D |
| 13 | Registered Meter by Installation Date & first purchase | D | D | D | D | D |
| 14 | List of all Indigent Customers | D | D | D | D | D |
| 15 | Merchant Information | D | D | D | D | D |
| 16 | List of all Upfront Vendors | D | D | D | D | D |
| 17 | Up front Credit updates for all vendors in date range | D | D | D | D | D |
| 18 | Tariff POS Service Charges | D | D | D | D | D |

| | | | | | | |
|----|--|---|---|---|---|---|
| 19 | Tariffs Electricity Rates | D | D | D | D | D |
| 20 | Tariffs Indigent Entitlement | D | D | D | D | D |
| 21 | All Blocked Meters | D | D | D | D | D |
| 22 | Blocked Meters per Suburb with block code | D | D | D | D | D |
| 23 | Meters Blocked per Period | D | D | D | D | D |
| 24 | Blocked Meters per Suburb with block code per period | D | D | D | D | D |
| 25 | Number and value of meters blocked per block code for specific periods | D | D | D | D | D |
| 26 | Meters Unblocked with user details | D | D | D | D | D |
| 27 | Meters Unblocked per Suburb with block code, with user details | D | D | D | D | D |
| 28 | Number and value of meters unblocked per block code for specific periods | D | D | D | D | D |
| 29 | Unblocked Meters per Period | D | D | D | D | D |
| 30 | Customer Data by Suburbs | D | D | D | D | D |
| 31 | Customer Data by Suburbs – summary | D | D | D | D | D |
| 32 | Registered Meters with no transaction history for period | D | D | D | D | D |
| 33 | Low Purchase Transaction History | D | D | D | D | D |
| 34 | Meters by TI & SGC | D | D | D | D | D |
| 35 | Meters by Selected TI | D | D | D | D | D |
| 36 | Indigent Customers above average units | D | D | D | D | D |
| 37 | Indigent Customers below average units | D | D | D | D | D |
| 38 | Customer blocking history | D | D | D | D | D |
| 39 | Customer unblocking history | D | D | D | D | D |
| 40 | Meter Changes per Customer History | D | D | D | D | D |
| 41 | Customer Changes for Date Range | D | D | D | D | D |
| 42 | Customer Account Number Reliability | D | D | D | D | D |
| 43 | All registered Meters per customer with | D | D | D | D | D |

| | | | | | | |
|-----|---|---|---|---|---|---|
| | current blocking applied | | | | | |
| 44. | All registered Meters per customer with current blocking applied | D | D | D | D | D |
| 45. | Installed Meter Summary | D | D | D | D | D |
| 46. | Active meter summary and details | D | D | D | D | D |
| 47. | Statistical Report – Full | D | D | D | D | D |
| 48. | Statistical Report – Summary | D | D | D | D | D |
| 49. | Audit Log | D | D | D | D | D |
| 50. | Audit Log By Type | D | D | D | D | D |
| 51. | Management System audit log by Type and Operator | D | D | D | D | D |
| 52. | Block record changed per user | D | D | D | D | D |
| 53. | Site Terminal Operators | D | D | D | D | D |
| 54. | Site SMS Operators by Category | D | D | D | D | D |
| 55. | Below Minimum Units by Meter# for Period FULL | D | D | D | D | D |
| 56. | Pending Transactions by Vendor | D | D | D | D | D |
| 57. | Transaction by Summary and Type - Summary Only | D | D | D | D | D |
| 58. | Transaction Summary by Type | D | D | D | D | D |
| 59. | Transaction Summary by Type and TI | D | D | D | D | D |
| 60. | Transaction Summary by Type and TI - Summary Only | D | D | D | D | D |
| 61. | Vendor Transactions by Vendor - Transaction Type - Tariff Index - No Accounts | D | D | D | D | D |
| 62. | Transactions summary by vendor and end of shift totals | D | D | D | D | D |
| 63. | Transaction Statistics with Billing | D | D | D | D | D |
| 64. | Transaction Statistics without Billing | D | D | D | D | D |
| 65. | Transactions by Customer ID and Date | D | D | D | D | D |
| 66. | Transactions by vendor for selected dates and | D | D | D | D | D |

| | | | | | | |
|----|---|---|---|---|---|---|
| | transaction type | | | | | |
| 67 | Transactions by Date for One Operator | D | D | D | D | D |
| 68 | Transactions for vendor by date for one operator - summarv only | D | D | D | D | D |
| 69 | Transactions by CDU grouped for each day | D | D | D | D | D |
| 70 | Transactions for CDU by Date - Summary Only | D | D | D | D | D |
| 71 | Transactions by Meter Date and Transaction Types | D | D | D | D | D |
| 72 | Transactions with Summary by Type | D | D | D | D | D |
| 73 | Transactions with Summary by Type - Summary Only | D | D | D | D | D |
| 74 | Transactions by vendor and transaction range - summarv only | D | D | D | D | D |
| 75 | Transactions by CDU and Trans Range - Summary Only | D | D | D | D | D |
| 76 | Transactions for vendor and transaction range | D | D | D | D | D |
| 77 | Transaction report for a selected cash total | D | D | D | D | D |
| 78 | Transaction Steps by Transformer | D | D | D | D | D |
| 79 | Transaction Steps by Transformer - Summary Only | D | D | D | D | D |
| 80 | Transaction Summary by Mainframe Upload | D | D | D | D | D |
| 81 | Below Min Units by Town for Period and Tariff | D | D | D | D | D |
| 82 | Vendors transactions by SGC & TI – summary | D | D | D | D | D |
| 83 | Transactions by TI and SGC | D | D | D | D | D |
| 84 | Below Min Units by Cons Area for Period | D | D | D | D | D |
| 85 | Transactions for Specified Upload file | D | D | D | D | D |
| 86 | Transactions with All Details | D | D | D | D | D |
| 87 | Transactions for vendors with all details by town | D | D | D | D | D |
| 88 | Transaction Summary by Area | D | D | D | D | D |

| | | | | | | |
|----|--|---|---|---|---|---|
| 89 | Min Units by Customer - Town and Date | D | D | D | D | D |
| 90 | Customers With No Transactions By Town and Date | D | D | D | D | D |
| 91 | Min Units by EBSST Customer- Town and Date | D | D | D | D | D |
| 92 | No Transactions by EBSST Customer- Town and Date | D | D | D | D | D |
| 93 | Transaction Annual Month Totals for Meter | D | D | D | D | D |
| 94 | Transaction Summary by Town | D | D | D | D | D |
| 95 | Transaction Summary by Consumer Area | D | D | D | D | D |
| 96 | Multiple transactions by day | D | D | D | D | D |
| 97 | Report Purchase Pattern Analysis | D | D | D | D | D |
| 98 | Electricity Sold and not used | D | D | D | D | D |
| 99 | Network Energy Flow and Balance with exceptions | D | D | D | D | D |

INVITATION TO BID MBD 1
PART A

| | | | | | |
|---|---|------------------|---|--|---|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE UMKHANYAKUDE DISTRICT MUNICIPALITY | | | | | |
| BID NUMBER: | SCMU: 022/2023/2024 | CLOSING DATE: | 15 JULY 2024 | CLOSING TIME: | 12h00 |
| DESCRIPTION | APPOINTMENT OF THE SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, INSTALLATION & COMMISSIONING OF AN ONLINE HOSTED PREPAYMENT ELECTRICITY VENDING & REVENUE MANAGEMENT SYSTEM (36 MONTHS) | | | | |
| THE SUCCESSFUL BIDDER WILL BE ISSUED WITH AN APPOINTMENT LETTER | | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT: HARLINGEN No:13433, KINGFISHER ROAD, MKUZE, 3965 | | | | | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | | OR | CSD No: | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN-BASED SUPPLIER OF THE GOODS /SERVICES /WORKS OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3] |
| TOTAL NUMBER OF ITEMS OFFERED | | | TOTAL BID PRICE | R | |
| SIGNATURE OF BIDDER | | | DATE | | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | | TECHNICAL INFORMATION MAY BE DIRECTED TO: | | |
| DEPARTMENT | FINANCE | | DEPARTMENT | Finance Department | |
| CONTACT PERSON | MR. S. MAVUNDLA | | CONTACT PERSON | MR. V. KHUMALO | |
| E-MAIL ADDRESS | sphamandla.mavundla6@gmail.com | | E-MAIL ADDRESS | velak@ukdm.gov.za | |

PART B
TERMS AND CONDITIONS FOR BIDDING

| | |
|---|--|
| BID SUBMISSION: | |
| <p>BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE</p> <p>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.</p> | |
| TAX COMPLIANCE REQUIREMENTS | |
| <p>BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p> | |

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

| | | | |
|--------------|--|--------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |

RETURNABLE DOCUMENTATION

- Company Profile
- Valid Tax Clearance Certificate with PIN
- VAT Registration Certificate
- Full CSD report (Not older than 30 days from the closing date)
- Proof of municipal account - Not in arrears of more than 90 days (30 days if the tender price exceeds R10 Million)/ Lease Agreement or Councilor's letter
- Certified copy of company registration
- Certified ID copies of directors
- Traceable reference letters for similar work
- Certified copy of B – BBEE status level certificate
- Bank details/letter
- Certified copy of Certificate from STS Association in the bidder's name
- Certified copy of PCI Certificate in the bidder's name
- Certified copy of PASA Certificate in the bidder's name
- Certified copy of ISO 9001 - 2015 Certificate in the bidder's name

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state.
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 favoritism, 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 authorized representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

3.2 Identity Number:
.....

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

3.4 Company Registration Number:
.....

3.5 Tax Reference Number.....

3.6 VAT Registration Number:
.....

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

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

3.8.1 If yes, furnish particulars.

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

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

YES / NO

3.14.1 If yes, furnish particulars:

.....

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

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

SPECIFIC GOALS

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS AND DEFINITIONS

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 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 1.2
- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the..... preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender.
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
- (b) Specific goals.
- 1.4 The maximum points for this bid are allocated as follows:
- | | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | |
| Total points for Price and Specific goals must not exceed | 100 |
- 1.5 Failure on the part of a bidder to submit the required documents to substantiate the points claimed with the bid, will be interpreted to mean that points for specific goals are not claimed.
- 1.6 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 specific goals in any manner required by the purchaser.

DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- (b) **“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
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE (the 80/20 or 90/10 preference point systems)

A maximum of 80/90 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

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

3.2.1 POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 3 (1) an organ of state must, in the tender documents, stipulate the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

| SPECIFIC GOAL | NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM) | NUMBER OF POINTS (90/10 PREFERENCE SYSTEM) |
|---|---|---|
| 1. Enterprise owned by Black people | 4 | 2 |
| 2. Enterprise owned by Women | 4 | 2 |
| 3. Enterprise owned by Youth | 4 | 2 |
| 4. Enterprise owned by Disabled persons | 4 | 2 |
| 5. Enterprise owned by SMME`S – QSE and EME | 4 | 2 |

BID DECLARATION

5.1 Bidders who claim points in respect of specific goals must complete the following:

| SPECIFIC GOAL | NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM) | NUMBER OF POINTS FOR (90/10 PREFERENCE SYSTEM) |
|---|---|---|
| 1. Enterprise owned by Black people | | |
| 2. Enterprise owned by Women | | |
| 3. Enterprise owned by Youth | | |
| 4. Enterprise owned by Disabled persons | | |
| 5. Enterprise owned by SMME`S – QSE and EME | | |

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 3.1

6.1 Specific goals: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 3.1 and must be substantiated by submitting the required documents.)

DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of company/firm.....

7.2 VAT registration number:.....

7.3 Company registration number:.....

7.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

7.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

7.7 Total number of years the company/firm has been in business.....

7.8 I/we, the undersigned, who is/are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals indicated in paragraphs 1.4 and 5.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

- i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

SIGNATURE OF BIDDERS(S)

DATE:

ADDRESS :

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item | Question | Yes | No |
|-------|--|-------------------------------------|------------------------------------|
| 4.1 | <p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p> | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | <p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p> | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |

| | | | |
|-------|--|---------------------------------|--------------------------------|
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| | | | |
|----------------------|--|---------------------------------|--------------------------------|
| 4.3.1 | If so, furnish particulars: | | |
| Item Question | | Yes | No |
| 4.4 | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars: | | |
| 4.5 | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.7.1 | If so, furnish particulars: | | |

CERTIFICATION

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

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

.....
Signature **Date**

.....
Position **Name of Bidder**

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *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:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

1. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
2. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
 - (a) prices.
 - (b) the geographical area where the product or service will be rendered (market allocation)
 - (c) methods, factors, or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
3. 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.
4. 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.
5. 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.

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

.....
Signature

.....
Date

.....
Position of Bidder

.....
Name of Bidder

PROOF OF GOOD STANDING WITH MUNICIPAL ACCOUNTS

The tenderer is to affix to this page either:

Proof that they are not in arrears for more than 90 days (30 days if the tender price exceeds R10 Million) with municipal rates and taxes and municipal service charges. The latest municipal account is to be attached. Attach the latest municipal account statement behind this page. The statement must not be older than three months from the close of this tender.; or

A signed copy of the lease agreement if the tenderer is currently leasing premises and not responsible for paying municipal accounts together with a letter/statement from the landlord (not older than three months from the close of this tender) stating that no levies are in arrears (only if applicable); or

An affidavit signed and stamped by a Commissioner of Oaths stating that the business is not required to pay municipal charges and providing for the reasons thereof (only if applicable). In cases where the business resides in an area that does not pay for municipal rates and taxes and municipal service charges, a letter from the Ward Councillor must be submitted together with the affidavit.

Note:

The tender hereby acknowledges that the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges are owed by the bidder or any of its directors/members/partners.

It is the responsibility of the service provider to ensure that the statement/proof of municipal good standing being submitted includes proof that the account is not more than 90 days (30 days if the tender price exceeds R10 Million) in arrears.

For service providers with more than one office branch, the proof of municipal account provided must reflect that of the nominated branch that will undertake the required work.

Failure to affix such documentation as prescribed to this page shall result in this tender not being further considered for the award of the contract.

Should this tender be considered for the award of the contract, based on proof of submission and should proof of such submission be found to be invalid, erroneous, or inaccurate, this tender will no longer be considered for the award of the contract.

Statements, letters, and affidavits must not be older than three months from the closing date of this tender.

| | | | |
|--------------|--|--------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |

AUTHORITY FOR SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

| A Company | B Partnership | C Joint Venture | D Sole Proprietor | E Close Corporation |
|--------------|------------------|--------------------|----------------------|---------------------------|
| | | | | |

A. Certificate for Company

I,....., chairperson

of the board of,

hereby confirm that by resolution of the board (copy attached) taken on

..... 20....., Mr./Ms.

acting in the capacity of, being authorised to sign all documents in connection with this tender for Contract No SCMU: 020/2023/2024 and any contract resulting from it on behalf of the company.

As witnesses:

..... Chairman:

..... Date:

B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as

....., hereby authorize

Mr./Ms., acting in the capacity of

.....

....., to sign all documents in connection with this tender for

Contract No SCMU: 020/2023/2024 and any contract resulting from it on our behalf.

| Name | Address | Signature | Date |
|------|---------|-----------|------|
| | | | |
| | | | |
| | | | |

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

A. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr./Ms.

....., authorized signatory of the company

....., acting in the capacity of lead partner, to sign all documents in connection with this tender for Contract No. SCMU: 020/2023/2024 and any contract resulting from it on our behalf.

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

| Name of Firm | Address | Authorizing Name and Capacity | Authorizing Signature |
|---------------|---------|-------------------------------|-----------------------|
| Lead Partner: | | | |
| | | | |
| | | | |
| | | | |

B. Certificate for Sole Proprietor

I,....., hereby confirm that I am

the sole owner of the business trading as

As witnesses:

..... Sole Owner:

.....

Date:

A. Certificate for Close Corporation

We, the undersigned, are the key members in the business trading as

....., hereby authorize Mr./Ms.

acting in the capacity of, to sign all documents in connection with this tender for Contract No SCMU: 022/2023/2024 and any contract resulting from it on our behalf.

| Name | Address | Signature | Date |
|------|---------|-----------|------|
| | | | |
| | | | |
| | | | |
| | | | |

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

BANKING DETAILS

It is the policy of the uMkhanyakude District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

| | |
|-----------------------|--|
| ACCOUNT HOLDER | |
| NAME OF BANK | |
| ACCOUNT NUMBER | |
| ACCOUNT TYPE | |
| BRANCH NAME | |
| BRANCH CODE | |
| BRANCH CONTACT PERSON | |
| PHONE NUMBER | |
| FAX NUMBER | |

I/we hereby request and authorize the uMkhanyakude District Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we further undertake to inform the uMkhanyakude District Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days' notice by prepaid registered post.

Alternatively, the tenderer may submit a letter/declaration from his bank worded as above, providing the required details and signed by an appropriate Bank Official (attached behind this page).

FOR BANK USE ONLY

| | |
|--|---------------------------------------|
| I/we hereby certify that the details of our client's bank account as indicated above is correct: <p style="text-align: center;">AUTHORISED SIGNATURE(S)</p> | <p>OFFICIAL DATE STAMP</p> |
|--|---------------------------------------|

JOINT VENTURE AGREEMENT

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 or

partnership, 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.

| NAME OF FIRM | ADDRESS | DULY AUTHORISED SIGNATORY |
|--------------|---------|---------------------------|
| Lead Partner | | Signature: |
| | | Name: |
| | | Designation: |
| | | Signature: |
| | | Name: |
| | | Designation: |

Note:

A copy of the Joint Venture Agreement clearly showing the percentage contribution of each partner to the Joint Venture shall be appended to this schedule.

Service providers intending to tender in the form of Joint Ventures/Consortiums must submit the following documentation together with the tender:

- Proof of tax compliance status of all parties of the Joint Venture/Consortium.
- An undertaking duly signed by all parties of the Joint Venture/Consortium indicating their intention to enter into an agreement for the purposes of the contract.
- Proof of Good Standing with municipal accounts for all parties of the Joint Venture/Consortium.
- Signed Declaration of Interest forms (MBD 4) for all parties of the Joint Venture/Consortium.

Further to the above, the name of the Joint Venture/Consortium must appear on the relevant pages of the document. Failure to comply with these requirements shall lead to disqualification.

| | | | |
|--------------|--|--------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |

SCHEDULE OF PROPOSED SUB-CONTRACTORS

The Tenderer shall list below any Sub-Contractors he wishes to employ to carry out part(s) of the Work.

The acceptance of his tender shall not be construed as approval of all or any of the listed Sub-Contractors. Should any or all of the Sub-Sub-Contractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate this tender. Furthermore, the tendered unit rates for the various items of work shall remain final and binding.

| No. | PROPOSED SUB-CONTRACTORS | PART OR TYPE OF WORK | ADDRESS OF PROPOSED SUBCONTRACTOR | CONTACT DETAILS | VALUE OF WORK (R) |
|---|--------------------------|----------------------|-----------------------------------|-----------------|-------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| TOTAL VALUE OF WORKS TO BE SUB-CONTRACTED | | | | | R |

Bidders are requested to furnish certified copies of the proposed subcontractor's CK Certificate, a copy of the latest municipal statement, a BEE Rating Certificate as well as certified copies of the owners' Identity Documents along with this tender.

SIGNED ON BEHALF OF TENDERER:

EXPERIENCE OF TENDERER

The following is a statement of work of a similar nature (E.g. Infrastructure maintenance) awarded within the past 5 years.

| EMPLOYER: CONTACT PERSON AND TELEPHONE NUMBER | DESCRIPTION OF WORK | VALUE OF WORK (inclusive of VAT) | COMPLETION DATE |
|--|---------------------|-------------------------------------|--------------------|
| (Client) | | | |
| (Contact Person) | | | |
| (tel.) | | | |
| (email) | | | |
| (Client) | | | |
| (Contact Person) | | | |
| (tel.) | | | |
| (email) | | | |
| (Client) | | | |
| (Contact Person) | | | |
| (tel.) | | | |
| (email) | | | |
| (Client) | | | |
| (Contact Person) | | | |
| (tel.) | | | |
| (email) | | | |

A separate schedule, clearly referenced, may be inserted here.

SIGNATURE:
(of person authorized to sign on behalf of the Tenderer)

DATE:

EXPERIENCE OF TENDERER (Cont.)

The following is a statement of work of a similar nature (E.g. Infrastructure maintenance) awarded within the past 5 years.

| EMPLOYER: CONTACT PERSON AND TELEPHONE NUMBER | DESCRIPTION OF WORK | VALUE OF WORK (inclusive of VAT) | COMPLETION DATE |
|--|---------------------|-------------------------------------|--------------------|
| (Client) | | | |
| (Contact Person) | | | |
| (tel.) | | | |
| (email) | | | |
| (Client) | | | |
| (Contact Person) | | | |
| (tel.) | | | |
| (email) | | | |
| (Client) | | | |
| (Contact Person) | | | |
| (tel.) | | | |
| (email) | | | |
| (Client) | | | |
| (Contact Person) | | | |
| (tel.) | | | |
| (email) | | | |

SIGNATURE:
(of a person authorised to sign on behalf of the Tenderer)

DATE:

REFERENCE LETTERS

Bidders must have specific experience and submit recent references (in the form of written proof/(s) on the organization's letterhead including relevant contact person, nature of service, and contact details) of similar work undertaken.

Reference Letters must make reference to the nature of the works undertaken as well as the total value of the works executed by the bidder.

Reference Letters are to be signed by the referee (either the Director/Manager of the firm/entity or their delegated official) and dated.

Bidders are to note that appointment letters/purchase orders will not be accepted in lieu of reference letters.

Attach Letters of Reference to this page.

| | | | |
|--------------|--|--------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |

RECORD OF ADDENDA

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

| NO | DATE | TITLE OR DETAILS |
|----|------|------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| | | |

Attach additional pages if more space is required.

Failure to acknowledge any addendum released by uMkhanyakude District Municipality may result in your tender submission being declared non-responsive.

| | | | |
|--------------|--|--------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |
| | | | |

PRICING SCHEDULE

| ITEM NO. | DESCRIPTION | QUANTITY FOR 36 MONTHS (RAND) - (A) | FIXED PERCENTAGE COMMISSION (RAND BASED) Excl. VAT – (B) | TOTAL PRICE FOR 36 MONTHS (RAND) Excl. VAT (A) X (B) |
|---|---|-------------------------------------|--|--|
| 1. | ALL INCLUSIVE RATE TO RENDER A STANDARD TRANSFER SPECIFICATION SYSTEM COMPLIANCE PRE-PAYMENT ELECTRICITY ONLINE VENDING AND MANAGEMENT SYSTEM FOR A PERIOD OF THREE YEARS (SECTION A & B) | 5 760 000 | | |
| Subtotal (Exl. VAT) | | | | |
| VAT @ 15% | | | | |
| GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED) | | | | |
| AMOUNT | | | | |
| IN WORDS | | | | |

