



RUSTENBURG LOCAL MUNICIPALITY

**RLM/BTO/0081/2023/24 - APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A mSCOA
COMPLIANT FINANCIAL SYSTEM TO RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF 5
YEARS (60 MONTHS)**

PARTICULARS OF THE BIDDER	
NAME OF THE BIDDING OR TENDERING COMPANY	
POSTAL ADDRESS	
	POSTAL CODE
STREET ADDRESS (PHYICAL ADDRESS)	
	POSTAL CODE
E-MAIL ADDRESS	
TELEPHONE NUMBER (TELKOM LINE)	
CIDB CRS NUMBER (IF APPLICABLE)	
CELLPHONE NUMBER	
ALTERNATE CELLPHONE NO.	
CENTRAL SUPPLIER DATABASE NUMBER OF THE BIDDING COMPANY	



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ADDITIONAL TENDERING CONDITIONS

1. The document must be completed in full as per the guide provided under administrative evaluation - document completion.
2. All mandatory documents must be attached as per the guide under administrative evaluation - attachment of mandatory documents.
3. Bidders must be registered on CSD.
4. Only black pen ink must be used for completing the tender document.
5. Documents must not be completed electronically.
6. Electronic signatures are not allowed.
7. Bidders are not allowed to use correction pens. In a case where a wrong answer is ticked, a straight line must be made across the wrong answer, then initial next to the mistake and a correct answer must be ticked or provided in writing.
8. Bidders must submit both a hard copy document and an electronic tender document in the form of a clearly marked USB. (Bidders will be disqualified for not submitting a USB with scanned bid documentation)
9. Rustenburg Local Municipality will not accept documents which are not in envelopes and clearly marked with the bid number and description.

***NB! FAILURE TO ADHERE TO THE ABOVE INSTRUCTIONS WILL RENDER THE TENDER INVALID AND
RESULT IN DISQUALIFICATION***



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ADMINISTRATIVE EVALUATION (DOCUMENT COMPLETION)

PLEASE READ AND FOLLOW INSTRUCTIONS BELOW ON HOW TO COMPLETE DIFFERENT FORMS IN THE DOCUMENT AND FILL THEM AS INSTRUCTED

- ✓ The tender documents must be completed in full i.e. Compulsory Questionnaire (where applicable), MBD 1, MBD 4, MBD 5, MBD 6.1, MBD 8, MBD 9, Section 38, Signatory Resolution Form, Pricing Schedule, and the Form of Offer, including all witness signatures on all the above stated forms.

- ✓ ***NB! FAILURE TO ADHERE TO THE BELOW MENTIONED POINTS WILL INVALIDATE THE TENDER AND RESULT IN DISQUALIFICATION***
 - **COMPULSORY QUESTIONNAIRE** must be fully completed and signed (where applicable)
In a case of Joint Venture separate COMPULSORY QUESTIONNAIRE forms must be completed and submitted.
 - **MBD 1** must be fully completed and signed
 - **MBD 4** - must be fully completed and signed: only tick the appropriate answer. Please be informed that whether you scratch out, tick or circle, **your answer will be where the pen ink is reflecting.**
In a case of Joint Venture or multi- directors, full details of all directors / trustees / shareholders / members must be provided on the table on MBD 4.
 - **MBD 5 (where applicable)** must be fully completed and signed: - only tick the appropriate answer. Please be informed that whether you scratch out, tick or circle, **your answer will be where the pen ink is reflecting.** *In a case of Joint Venture separate MBD 5 forms must be completed and submitted.*
 - **MBD 6.1** – must be fully completed and signed.
 - **MBD 8** - must be fully completed and signed: only tick the appropriate answer box, whether you scratch out, tick or circle, your answer will be where the pen ink is reflecting.
 - **MBD 9** - must be fully completed and signed.
 - **SECTION 38** - must be fully completed and signed: only tick the appropriate answer box, whether you scratch out, tick or circle, your answer will be where the pen ink is reflecting. Note that should you answer “NO” to any of the declaration questions on **section 38 form**, then supporting documents **MUST** be attached.
 - **SIGNATORY AUTHORISATION** – must be fully completed and signed.
 - **PRICING SCHEDULE** must be fully completed and signed.



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ADMINISTRATIVE EVALUATION (ATTACHMENT OF MANDATORY DOCUMENTS)

- ✓ Deposit slip with tender reference number as indicated on the advert.
- ✓ Proof of CSD registration (CSD report)
- ✓ Required CIDB Grading Certificate (where applicable)
- ✓ Signatory resolution – Please attach a copy of Signatory resolution where instructed.
- ✓ If the submission is from a Joint Venture, then a JV agreement must be attached.
- ✓ A valid and certified copies must not be (not older than (3) three months on the date of tender closure).

FOR ALL DOCUMENTS THAT WILL NEED CERTIFICATION (AND AFFIDAVITS WHERE APPLICABLE) BIDDERS MUST NOT SUBMIT COPIES/ COPIES OF CERTIFIED COPIES.

MUNICIPAL RATES AND TAXES STATEMENTS OF THE DIRECTORS

- ✓ Municipal rates and taxes statement of the last billable month on the date of tender closure for each directors' address must be attached; or
- ✓ Valid lease agreement of the director/s (showing lease period) or,
- ✓ An original letter (not a copy) from tribal authority not older than three (3) months if the director/s are residing in a tribal land, or
- ✓ If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement must be submitted together with an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property.

MUNICIPAL RATES AND TAXES STATEMENTS OF THE COMPANY

- ✓ Municipal rates and taxes statement of the last billable month on the date of tender closure for the company's' address must be attached; or
- ✓ Valid lease agreement of the company (showing all critical contractual obligations, or
- ✓ An original letter (not a copy) from a tribal authority not older than three (3) months if the company is operating from a tribal, or
- ✓ If the rates and taxes account are not in the names of the company, the attached municipal rates taxes statement must be submitted together with an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the company operates from their property.



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NB!!

- ✓ FOR PROCUREMENT EXPECTED TO BE LESS THAN 10 MILLION, AWARDS WILL NOT BE MADE TO BIDDERS OWING MUNICIPAL RATES AND TAXES FOR OVER 90 DAYS AT THE TIME OF TENDER CLOSURE
- ✓ FOR PROCUREMENT EXPECTED TO BE MORE THAN 10 MILLION, AWARDS WILL NOT BE MADE TO BIDDERS OWING MUNICIPAL RATES AND TAXES FOR OVER 30 DAYS AT THE TIME OF TENDER CLOSURE

VERIFICATION OF DOCUMENTS AND INFORMATION

- ✓ Tax compliance status will be verified using CSD number. (For a bidder to be considered for final award, their status must reflect "tax compliance" before final award is made)
- ✓ CIDB Grading will be verified.
- ✓ A Sworn Affidavit will be accepted only if an original is submitted.

ALLOCATION OF SPECIFIC GOALS

- ✓ Rustenburg Jurisdiction
- ✓ Rural /Township Businesses
- ✓ Black People
- ✓ Persons with Disability
- ✓ Youth
- ✓ Women
- ✓ SMME's

INSTRUCTION ON THE SUBMISSION OF TENDER DOCUMENTS

- ✓ A tender document must be in a sealed envelope that has on the outside the bid number and bid description. Both the bid number and the bid description must be on the envelope for the document to be acceptable.
- ✓ If the bid number and description are not clearly marked on the envelope, the bid will not be received.
- ✓ The tender document must be in the tender box before the specified closing time and date.
- ✓ Bidders who arrive when the tender box is open are late and their submissions will not be accepted.

NB: Bidders are encouraged to submit both hard copy document and an electronic tender document in the form of a clearly marked USB (Only) Bidders will not be disqualified for not submitting a USB.



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1. Documents will be available on E-tender and RLM websites respectively 5 working days after the advert date at a non-refundable fee of R10,000.00
2. A compulsory briefing session will be held on the **30 November 2023**, from 10h00 at Cnr Beyers Naude & Nelson Mandel Drive. Rustenburg Local Municipality)
3. Sealed bid documents marked: **“RLM/BTO/0081/2023/24 - APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A mSCOA COMPLIANT FINANCIAL SYSTEM TO RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF 5 YEARS (60 MONTHS)”** must be placed in the bid box in the foyer of the Municipal offices, Missionary Mpheni House, Beyers Naude Drive, Rustenburg not later than **31 January 2024 @ 09H00**,
4. The bid will be evaluated as follows: **Administrative evaluation (document completion and attachment of mandatory documents), Functionality (minimum 85 out of 100) and 90/10 preferential point system (price = 90 & Specific Goals = 10)**
5. Please note that no bid documents given to couriers will not be signed for by Rustenburg Local Municipality.
6. The Council will not be responsible for bids not received or received late by mail. Bids will remain valid for 90 days (Ninety).
7. All bids will be adjudicated based on the prescribed criterion as stipulated in the document.
8. An updated record of payment of rates, taxes and services to the relevant Municipality must be attached. Failure to do so will invalidate the bid submitted.
9. No bids will be considered from any person(s) in the service of the state (as defined in Regulation 1 of Local Government: Municipal Supply Chain Management Regulations).
10. Objections or complaints must be submitted in writing to the Municipal Manager at the address stated, and must contain the following:
 - (a) reasons and/or grounds for the objection or complaint.
 - (b) the way in which the objector or complainant's rights have been affected; and
 - (c) the remedy sought by the objector or complainant.
11. Any objection or complaint must reach the Municipal Manager with a 14-day period after award has been made. Late objections or complaints will not be entertained.
12. All bids must be submitted on the official forms provided and a successful bidder will be required to fill and sign a written Contract Form (MBD 7).



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**PART A
INVITATION TO BID**

MBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE RUSTENBURG LOCAL MUNICIPALITY					
BID NUMBER:	RLM/BTO/0081/2023/24	CLOSING DATE:	31 JANUARY 2024	CLOSING TIME:	09H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A mSCOA COMPLIANT FINANCIAL SYSTEM TO RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF 5 YEARS (60 MONTHS)				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT:

RUSTENBURG LOCAL MUNICIPALITY					
MISSIONARY MPHENI HOUSE					
CNR BEYERS NAUDE AND NELSON MANDELA DRIVE, RUSTENBURG					
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:	



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<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
<i>TOTAL NUMBER OF ITEMS OFFERED</i>		<i>TOTAL BID PRICE</i>	R
<i>SIGNATURE OF BIDDER</i>		<i>DATE</i>	
<i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i>			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	DEPARTMENT	OMM
CONTACT PERSON	Ms. Ontlametse Serole	CONTACT PERSON	Mr. M. Dire
TELEPHONE NUMBER	014 590 3198	TELEPHONE NUMBER	014 590 3216
E-MAIL ADDRESS	oserole@rustenburg.gov.za	E-MAIL ADDRESS	mdire@rustenburg.gov.za



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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, COMPLETED WITH A BLACK PEN	
1.3. THIS BID IS SUBJECT TO THE RLM SUPPLY CHAIN MANAGEMENT POLICY, PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ 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 WILL 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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MBD 4: DECLARATION OF INTEREST

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

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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?

(Tick applicable box)

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;



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- (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?

(Tick applicable box)

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?

(Tick applicable box)

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?

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

3.11.1 If yes, furnish particulars.....



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3.12 Are any of the company's directors, trustees, managers,
principle shareholders or stakeholders in service of the state?

(Tick applicable box)

YES		NO	
-----	--	----	--

3.12.1 If yes, furnish particulars.....

.....

3.13 Are any spouse, child or parent of the company's directors
trustees, managers, principle shareholders or stakeholders
in service of the state?

(Tick applicable box)

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.

(Tick applicable box)

YES		NO	
-----	--	----	--

3.14.1 If yes, furnish particulars.....

.....

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



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Full Name	Identity Number	Personal Reference Tax Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



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MBD 5

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

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

1 Are you by law required to prepare annual financial statements for auditing?

*YES	NO
------	----

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

*YES	NO
------	----

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

*YES	NO
------	----

3.1 If yes, furnish particulars



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.....

.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

*YES	NO
------	----

- 4.1 If yes, furnish particulars

.....

.....

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
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.

.....
Name/s and Surname of Bidder

.....
Signature

.....
Position in the Firm/Company

..... 2024
Date



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MBD 6.1 PREFERENCE CLAIMED IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100



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- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

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



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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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Means of Verification
Rustenburg Jurisdiction	2		Latest (not older than three months) Municipal Account/Traditional Council letter
Rural /Township Businesses	2		Latest (not older than three months) Municipal Account/Traditional Council letter
Black People	1		Valid Sworn Affidavit
Persons with Disability	1		Disability verification letter
Youth	2		Certified ID copy
Women	1		Certified ID copy
SMME's	1		Company registration
Total	10		

Central Supplier Database Report will also be used to verify the above

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation



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- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....



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MBD 8: DECLARATION OF ABUSE OF SUPPLY CHAIN MANAGEMENT SYSTEM

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.



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Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	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 outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars: _____		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars: _____		



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CERTIFICATION

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

.....
Name/s and surname of Bidder

.....
Signature

.....
Position in the Firm/Company

.....
Date



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MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

I, the undersigned, in submitting the accompanying bid:



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(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;



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- (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid;
or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
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.

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

.....
Name of Bidder



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SECTION 38: DECLARATION FORM

Having examined the BID and the general conditions thereto, I/we hereby certify that the bid price in the bid schedules and the preference points claimed are correct.

I/We furthermore certify that I/we/the Company comply/complies with the issues around Section 38 of the Supply Chain Management Policy inter alia:

IF ALL IS IN PLACE IN RESPECT OF THE CONTRACTUAL ISSUES LISTED IN THE TABLE BELOW; THE ANSWER SHOULD BE YES. ATTACH SUPPORTING INFORMATION IF ANY OF THE ANSWERS IS NO.

Note that the Municipality's Procurement Section will verify the statements.

I/we certify the following:

No.	CONTRACTUAL ISSUES	YES	NO
1.	In terms of Section 38 (1) (c) that the Bidder or any of the Directors is not listed as a person prohibited from doing business with the Public Sector		
2.	In terms of Section 38 (1)(d) (i) that the Bidder or any of the Directors does not owe rates and taxes or Municipal service charges to any Municipality that is in any arrears for more than three (3) months. Copies of the latest Municipal service charges statement of the Bidder and the Directors must be attached to the tender/bid document		
3.	In terms of Section 38 (1) (d) (ii) that the Bidder or any of the Directors has not failed to perform satisfactorily on a previous/previous contract/s with the Municipality or any organ of state		
4.	In terms of Section 38 (i) (9) that the Bidder or any of the Directors has not been convicted for fraud or corruption during the past five (5) years		
5.	In terms of Section 38 (i) (9) (iv) that the Bidder or any of the Directors has not been listed in the Register Of Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act, (Act No. 12 of 2004)		

.....
SIGNATURE OF BIDDER

.....2024.
DATE

.....
FULL NAME AND SURNAME OF BIDDER IN BLOCK LETTERS

COMPANY NAME:

PHYSICAL ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:



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WITNESS 1: WITNESS 2:

SIGNATORY AUTHORISATION

(TO BE COMPLETED BY THE BIDDER)

I/We the undersigned, am/are authorized to enter into this contract on behalf of

.....

(Name of Firm)

By resolution taken at a meeting held on the day of (month).....2024 resolved to
authorise holder of ID number to sign
all the documents on behalf of the company.

Print name of authorised representative:

Signature:



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NAME AND SURNAME OF THE DIRECTORS	SIGNATURE

PLEASE NOTE: Failure to complete all blank spaces on this form or attend to other details mentioned therein will render the bid/tender liable to rejection.



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**GENERAL CONDITIONS OF CONTRACT
(NOT TO BE ALTERED)**

**PROCUREMENT: GENERAL CONDITIONS OF CONTRACT
Dated July 2010 as set out by the National Treasury: Republic of South Africa
TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information inspection
6. Patent Rights
7. Performance security
8. Inspections, tests and analyses
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental Services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Variation orders
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Anti-dumping and countervailing duties and rights
25. Force Majeure
26. Termination for insolvency
27. Settlement of Disputes
28. Limitation of Liability
29. Governing language
30. Applicable law
31. Notices



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- 32. Taxes and duties
- 33. Transfer of contracts
- 34. Amendments of contracts
- 35. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. 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 goods 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.



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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. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the 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 goods covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.



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1.26 "Tort" means in breach of contract.

1.27 "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.

1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, 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 nonrefundable 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.



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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.

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:

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

(b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the 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.



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8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or 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 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected 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 weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents



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

11. Insurance

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

12. Transportation

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

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) 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:

- (a) 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;
- (b) in the event of termination of production of the spare parts:

- (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty



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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.

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 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 promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices

17.1 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



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18.1 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

19.1 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

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts 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 delivery and/or 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 goods 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 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods 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,



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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

22.1 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:

- (a) 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;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) 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 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 purchaser actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;



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- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of 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. Antidumping and countervailing duties and rights

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



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26.1 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.

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,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier 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 willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) 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

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

30. Applicable law



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30.1 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

33.1 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

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

35. Prohibition of restrictive practices

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of **restrictive practices** 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.



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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.



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TERMS OF REFERENCE/ SPECIFICATIONS

RLM BACKGROUND

1. INTRODUCTION

RLM: RUSTENBURG LOCAL MUNICIPALITY REQUEST FOR PROPOSAL FOR SUPPLY, DELIVERY AND MAINTENANCE OF AN INTEGRATED FINANCIAL SYSTEM

Rustenburg Local Municipality invites prospective bidders to submit detailed proposals for supply and delivery of an integrated financial system with support and maintenance for a period of sixty (60) months. The municipality is looking for well-experienced bidder who can demonstrate the understanding of financial management systems that is designed with effective and efficient interrelationships between software, hardware, personnel, procedures, controls, and data contained within the systems. The financial management systems must have, as a minimum, the following four characteristics:

- 1.1 Standard data classifications (definition and formats) established and used for recording and reporting financial events.
- 1.2 Common processes used for processing similar kinds of transactions.
- 1.3 Internal controls over data entry, transaction processing, and reporting applied consistently.
- 1.4 A design that eliminates unnecessary duplication of transaction entry. Financial Management Systems required by Rustenburg Local Municipality should establish and maintain single, integrated and interactive functionalities that will ensure timely and accurate financial data, increase quality policy and decisions making and provide accurate or timely information.
- 1.5 The bidder should have proven capabilities to perform the required services with distinction no chancers would be accepted. The ideal service provider will be the one who can offer high quality of service and has extensive and proven record of accomplishment of similar projects successfully implemented and maintained. The costs of such system should be moderate and no quality should be compromised, standards compatibility should be maintained, ease of modification and upgrading should be of high importance.
- 1.6 Bidders **must** be responsive in all modules. In case a third-party module is used, it must seamlessly integrate with the main system.
- 1.7 The proposal should meet the following criteria:
 - Improve data quality and credibility



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- Analysis of sector comparison
- Uniform recording of transactions
- Uniform data sets
- Standardise key business processes
- Standardisation and alignment of government accountability cycle Standardisation of account classification
- Standardise key business processes
- Standardisation and alignment of government accountability cycle Standardisation of account classification

The required system should comply with municipal Standard Charts of Accounts.



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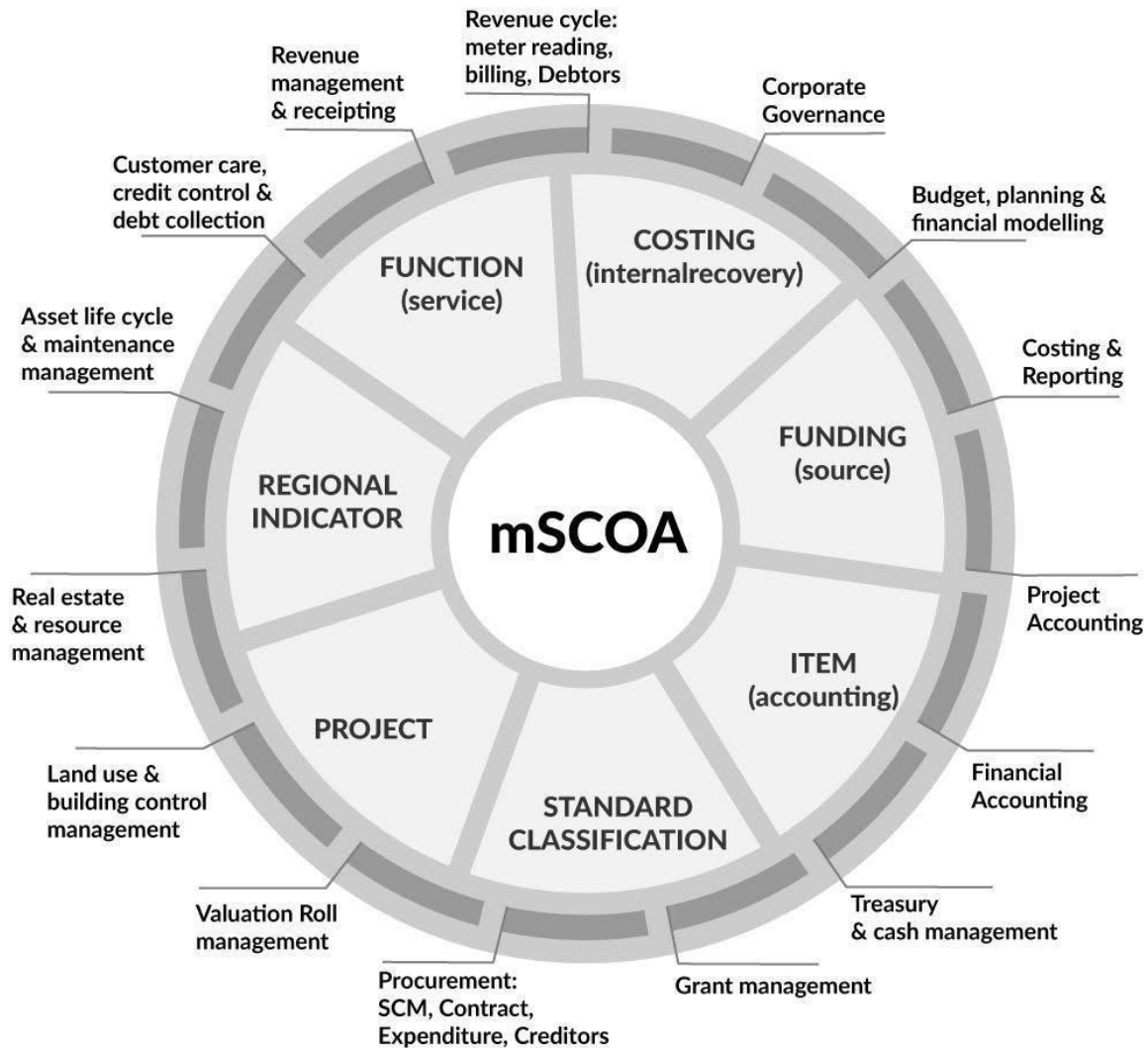


FIGURE 1

The municipality is therefore looking for a partner that will assist in ensuring that the project is successfully implemented.



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2 SPECIAL CONDITIONS OF CONTRACT

- 2.1 The successful service provider must provide clearance from the municipality where they are based indicating that they are not in arrears with regard to their respective municipal services accounts.
- 2.2 Bidders must initial all the pages of the Bid document and sign the Bidder particulars page in full.
- 2.3 Bidders must complete the original Bid document in black ink, and notice must be taken that tip-ex may not be used in the document
- 2.4 The original Bid document must be submitted together with the cost proposals
- 2.5 The transaction shall be subject to any stipulations in any Act, Ordinance or Bylaw pertaining thereto.
- 2.6 No proposals by any person that is not competent to enter into an agreement will be considered and if it is established that it is the case, Council in this regard will consider the contract agreement null and void.
- 2.7 Disputes must be settled by means of mutual consultation, mediation (with or without legal representation) or when unsuccessful, in a South African court of law on an attorney and client scale.
- 2.8 Should any legal action be deemed necessary to determine any aspect arising out of these conditions; or to enforce any rights in terms of these conditions; then and in that event the parties hereto agree categorically to the jurisdiction of the Magistrate's Court to hear such action and to pass judgment notwithstanding the fact that the cause of action is beyond the jurisdiction of the Court: Provided always that Council shall have the right in its sole discretion to take action in any competent higher court in any matter exceeding the ordinary jurisdiction of the Magistrate's Court.
- 2.9 The appointed service provider must establish an office in Rustenburg within 3 months of appointment for support.

Council reserves the right to accept any cost proposal in a tender submitted or part thereof and will not be obliged to accept the lowest tender price submitted in a tender OR any proposal submitted.

3. GENERAL CONDITIONS OF CONTRACT

The conditions contained in the General Conditions of Contract (GCC), and the attached bid forms, as well as any other conditions accompanying this invitation are applicable. See Annexure B- (General Conditions of Contract)



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4. FINANCIAL CONTRACT ARRANGEMENTS:

Council sets the following financial conditions:

- a) No payment of the milestones shall be made prior to an inspection to be done by a relevant Municipal Official to determine whether the work is complete and satisfactory
- b) Payment will be made upon completion of milestones as agreed to in the Service Level Agreement.

5. PRICING GUIDELINES:

- a) All tendered prices quoted by the contractor must be in South African Rands
- b) The Council is not bound to accept any of the bids submitted and reserve the right to call for Final Offers from short-listed bidders before final selection.
- c) Bidder must provide a detailed pricing schedule indicating unit prices.
- d) The Council reserves the right to negotiate price with preferred bidder.
- e) Bidders must note that points for Specific Goals will not be allocated if not claimed or properly claimed in the MBD 6.1

6. PAYMENT:

Tenderers shall note that payment shall be made in terms of RLM: General Conditions of Contract (Goods/Services).

7.INTERPRETATION OF THE TENDER DOCUMENTS

If the Tenderer has any doubt or uncertainty as to the meaning and interpretation of any part of this document, then such doubt or uncertainty shall be addressed on mscoa@rustenburg.gov.za

8. PRESENTATION OF THE SYSTEM FUNCTIONALITY AND / OR COMPLIANCE

The RLM reserves the right to request presentations with the shortlisted bidders on any module.



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9. SPECIAL INSTRUCTION

The bidder **must** provide all the components as required. Bidders must indicate whether they will be using 3rd parties module or not. If 3rd parties are required, bidders are required to submit 3rd party confirmation letter.

The Municipality will not be liable for the 3rd party interfacing costs.

Tick where applicable.

Component	OWN	3 rd PARTY
1.Document management		
2.Revenue		
2.1 Accounts receivable		
2.2 Payment arrangement		
2.3 Credit control		
2.4 Indigent registration		
2.5 Debt Collection		
2.6 Customer relations		
3.Bank and cashbook		
4.Human Resource		
5.Payroll Management and Processing		
6.Billing		
6.1Valuation roll		
6.2 Finalization / property transfer		
6.3 Clearance		
6.4 Meter reading		
6.5 Metered services		
6.6 Post Billing		
6.7 Tariffs		
6.8 Journals		
7.Planning and Human Settlements (GIS)		



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Component	OWN	3 rd PARTY
7.1 Land use management system		
7.2 GIS		
7.3 Building plans management system		
8.Expenditure		
8.1 Account payables		
8.2 Loan register		
9.SCM		
9.1 Demand management		
9.2 Acquisition management		
9.3 Contract management		
9.4 Supplier management		
9.5 SCM Performance management		
10.IDP		
11.Performance management system		
12.Fleet management		
13.Traffic Contravention and enforcement		
14.Budget and Reporting		

13. RUSTENBURG LOCAL MUNICIPALITY BACKGROUND

13.1 Information Technology

The municipality has several satellite offices, which connect to the head office to access all applications. The site information is as follows:

	SITE NAME
1	Barseba Library
2	Ben Marais Sport Hall Rustenburg
3	Boitekong Community Hall
4	Boitekong Library
5	Boitekong Regional Community Centre
6	Building Control & Regulation Camp Rustenburg
7	Charora Administration Office
8	Charora Library
9	Civic Centre Community Hall Rustenburg
10	East End Library Rustenburg
11	Electrical Building Rustenburg



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	SITE NAME
12	Fire Station Rustenburg
13	Ikageng Regional Community Centre
14	Information Centre Rustenburg
15	Karlienpark Library Rustenburg
16	Karlienpark Swimming Pool Rustenburg
17	Lethabong Community Hall
18	Lethabong Library
19	Lethabong Regional Community Centre
20	Main Building Mpheni
21	Main Library Heysteckrd Rustenburg
22	Mamerotse Library
23	Manakato Community Hall
24	Manakato Regional Community Centre
25	Manakato Library
26	Marais Street Swimming Pool Rustenburg
27	Marikana Fire Station
28	Marikana Library
29	Marikana Regional Community Centre
30	Mathopestad Library
31	Mechanical Workshop Rustenburg
32	Meriting Community Hall
33	Monakato Swimming Pool
34	Municipal Stores Rustenburg
35	Old Age Flats Geelhoutpark Rustenburg
36	Old Age Flats Kerk Street Rustenburg
37	Old Town Hall Rustenburg
38	Olympia Park Stadium Rustenburg
39	Paardekraal Community Hall
40	Parks And Nursery Rustenburg
41	Phatsima Community Hall
42	Phatsima Community Centre
43	Phatsima Library
44	Phokeng Library
45	Prepaid Electricity Offices Rustenburg
46	Rietvlei Cemetery Rustenburg
47	Roads Offices Rustenburg



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	SITE NAME
48	Rustenburg Show Grounds
49	Rustenburg Water & Sanitation Treatment Plant (Booster Pump)
50	Sita Walk In Centre Rustenburg
51	Rustenburg Local Municipality Main Stores
52	Tlhabane Admin Office
53	Tlhabane Community Hall
54	Tlhabane Library
55	Traffic Department
56	Van Zyl Community Hall
57	Waste Management Site And RRT
58	Zinniaville Community Hall
59	Zinniaville Swimming Pool Rustenburg

13.2 IT Hardware

VMware ESXi hardware running in the IT environment has the following:

1.	383.61 (3B of memory and 32 Logical Processors
2.	Two Sockets with eight Cores per socket (Intel(R) Xeon (R) CPU E5-2620 v4 @2.10GHz)
3.	We have QNAP Storage with 25TB of capacity as data store.

Hyper-V hardware running in the IT environment has the following:

1	384 GB of Ram, 8 Physical processors 2.2 GHz.
2	This hardware is running on cluster with four physical blade servers and storage capacity of 10TB.

- 13.2.1 Please note that the above-mentioned Specification is on a live environment and the current usage on the VMware platform is 80% and on the Hyper-V platform is 75%.
- 13.2.2 As a result, a new Server will be required to deploy a new Financial system with the following specification: 768 (3B of memory and 32 Logical Processors, 2 Sockets with 8 Cores per socket (Intel(R) Xeon (R) CPU E5-2620 v4 @ 2.10GHz). 100TB of storage. Interface to (ACB, Bank



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Statement, Meter Readers, MadTronics, SAPO, Easy Pay, Assets, Payroll System, Electricity Prepaid Vending, Valuation roll)

Deployed Modules

- 13.1.1 Sage 200 Financial System Solutions
- 13.1.2 Sage 300 (Payroll management)
- 13.1.3 ABSA (BIOOnline)
- 13.1.4 Cigicell (Pre-paid vending)
- 13.1.5 DataStor (Document Management System)
- 13.1.6 Prims (Valuation management)
- 13.1.7 Market Demand (Asset Management)
- 13.1.8 Chameleon (Meter reading)
- 13.1.9 EasyPay, SAPO (account payments)
- 13.1.10 Adapt IT (CaseWare)
- 13.1.11 Barnowl (risk management)
- 13.1.12 Promis
- 13.1.13 Standard Bank
- 13.1.14 NRMS Credit control System
- 13.1.15 SCADA (For electrical bulk metres)

14. CUSTOMER OVERVIEW

Rustenburg Local Municipality has approximately 100 000 customers with registered properties. The breakdown is as follows:

- 14.1 Number of Properties approximately 100 000,
- 14.2 Electricity Prepaid meters approximately 46 000,
- 14.3 Conventional electricity approximately 10 000
- 14.4 Water meters approximately 62 000

15. GENERAL CONCEPT OF TENDER

Rustenburg Local Municipality invites prospective bidders to submit detailed proposals for an integrated financial system with support and maintenance for a period of sixty (60) months.



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The municipality is looking for well-experienced bidder who can demonstrate the understanding of financial management systems, which is designed with effective and efficient interrelationships between software, hardware, personnel, procedures, controls, and data contained within the systems.

The system should conform to Municipal Regulations on Standard Chart of Accounts, and provided for the following key objectives:

- a. Improved data quality and credibility
- b. The achievement of a greater level of standardization;
- c. The development of uniform data sets critical for government reporting;
- d. The standardization and alignment of the local government accounting cycle by the regulation of not only the budget in year reporting formats but also the annual report and annual financial statement formats;
- e. The creation of the opportunity to standardize key business processes with the consequential introduction of further consistency in the management of municipal finance
- f. Improved transparency, accountability, and governance through uniform recording of transactions at posting account level detail
- g. Enabling deeper data analysis and sector comparisons to improve financial performance and
- h. The standardization of the account classification to facilitate mobility in financial skills within local government, other spheres of government to attract and retain skilled personnel

The prospective bidders are required to ensure that they provide for the following in their bid documents:

NUMBER	DESCRIPTION
1	System provision and licenses(detailed breakdown per available module)
2	Project planning and implementation (detailed In phases)
3	Data migration
4	Data integration with the pre-paid system
5	Customization
6	Testing
7	Specialized hardware (e g. scanners, fingerprint readers, printers etc.)
8	Intention for partnership with 3 rd parties (list of all third parties)

17. FEE STRUCTURE:



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- 17.1 Annual license fees of all systems are to be quoted as once off fees payable every twelve (12) months. All fees must be identified in the bid document this should include all licenses such as (database, report writer etc.). No additional fees should be quoted after signing the contract. The license fees for all the required modules must be included in the costing.
- 17.2 The successful bidder must ensure that there is **always** in-house system support. The expectation is that the services should be provided as and when required on weekends and holidays.

18 SECONDARY DISASTER RECOVERY SITE

The prospective bidder can propose a hosted solution that can be used as a secondary disaster recovery site Bidders are required to supply specialised equipment should there be such a requirement.

Bidders are advised that the Municipality will offer three servers i.e. live environment, testing environment and the disaster recovery site. Specialized hardware should form part of the bid proposal if the system will requires.

19. SOFTWARE REQUIREMENTS

The municipality requires an all-inclusive and integrated financial management system, and acknowledges that not all bidders will have an all-inclusive solution. Therefore, bidders are advised that the offering should be presented to the municipality as a one-stop system. It is the responsibility of every bidder to contact other vendors for collaboration and negotiate the fees. The municipality will enter into an agreement with one bidder and all licenses and costs will be paid to the successful bidder and not the 3rd party.

20. SPECIFICATIONS FOR THE DOCUMENT MANAGEMENT SYSTEM

The system must be able do a seamless migration with different formats.
The system must conform with all relevant legislation and standards.
The software must be able to cope with different priorities and time-scale linked to different document types, from a minimum of one to a user configurable maximum number of working days.
It must be impossible to make changes to the document images once they have been scanned and accepted onto the system (SCM documents).
The system must be able to interface with other systems.
All documents stored electronically must be available to all staff (with authorized access) concurrently. This must not noticeably affect online response times.
The system must be capable of storing, retrieving, and playing video and audio files.



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Documents must be scanned into the system at, or better than, the minimum resolution required for optical. character recognition.
Scanned documents should be printable to the same size, scale and resolution as the original.
The system should accommodate colour scanning and storage of images.
It must be possible to view documents at varying percentages of their original size and allow for different preferred user defaults.
The system must support the electronic import of images scanned and indexed by an external supplier if required by the CPUT. workflow includes interdependency circulation of documents electronically to other departments. eg water & sanitation. allow for electronic authorization. after receipt of building plan they are administered and stamped before decimating to relevant departments. All townships / areas of Rustenburg to appear in the system.
The user must be able to classify the document type for scanning with the system automatically resetting the controls accordingly and an override facility.
Once pre-set scanner settings have been changed, the software must revert back to a default scanner setting.
The system must allow users to track the movement of the document, and scanned documents be emailed it should also be accessible to RCC offices.
Incorporate information on the folders without users having to rescan and capture it in the new system
The system must not limit the number of officials to be allocated usernames and access, it has to be flexible and allow as many users as possible.
Allow for the creation of the indexing formats for respective directorates/units/sections
The documents on the same subject/control sheet must be arranged and grouped together for easy identification.
The system must be able to give the history of the document (tracking), that is, when was it created, who attended to it, and for how long was the document kept at a particular directorate/official.
Enable the users to search using keywords, dates, sender names, etc. to reduce the turnaround time for searching for documents and also draw reports on documents captured during a particular period, e.g. month, week, quarter, etc.
Enable users to see who is/was responsible for the capturing and scanning of a particular document.

21 REVENUE

Accounts Receivable	Provide a debtor master record that contains debtor categories in line with tariff policy, rebate categories. Receipting of AR in the correct segmentation and in line with the CCDC policy Daily balancing of cash collections 4. Month-end and year-end procedures to ensure correct disclosure of cash in hand and age analysis 5. Automated receipting of direct deposits received
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Credit control	Credit and debt collection system that integrates with the revenue management system and that gives effect to Chapter 9 of the Municipal Systems Act, 2000 Credit Control function including but not limited to: • Run an updated age analysis. • Run a payment file (the file must also include credit journals). • Run a payment reminder list (to be used for SMS or telephone reminders). • Run and print final demand list. • Run a disconnection list based on credit control policy. • Run age analysis for government department and businesses. • Generate journals for final demand fees. • Generate journals for disconnection fees. • Generate journals for RIP fees. • Generate a credit control history per debtor. • Scan supporting documents. • Audit trail for all Credit Control activities done in an account. • Allow for all round paperless process with signing pads and accompanying softwares Biometric/Fingerprint access, capturing and recognition for employees and clients
Payment Arrangement	Full Payment Arrangement Function including but not limited to: • Run payment arrangement quotation. • Capture payment arrangement • Update payment arrangement as and when there are transactions in an account. • Run a payment arrangement file/report. • Flag accounts that have dishonoured payment arrangement. • Scan supporting documents. • Audit trail for all payment arrangement activities done in an account. • Biometric/Fingerprint access, capturing and recognition for employees and clients
Indigent registration	Full indigent Management function including but not limited to: • Capture indigent application. • Capture house hold occupants • Indigent rebate must be subject to system approval by a senior official. • Block indigent rebate after expiry of 12 months approval. • Allow for withdrawal of indigent benefit by elected users • Flag accounts that are approved for indigent. • Print a standard indigent letter for all application approvals. • Dispatch sms notifications to customer groups/indigents which are 3 months into expiry date • Print a standard indigent letter for all applications that are rejected. • Run report of all approved and rejected indigents.



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	• Run report of indigent that are 9 months old and above. • Scan supporting documents. • Audit trail for all indigent application activities done in an account. • Allow for all round paperless process with signing pads and accompanying software's • Biometric/Finger print access, capturing and recognition for employees and clients
Debt Collection	• Run a debt collection file as pre CCDC. • Run deceases and insolvent estate file. • Run a bad debt file. • Generate journal for bad debt write off. • Audit trail for all debt collection activities done in an account. • Allow for all round paperless process with signing pads and accompanying software's • Biometric/Finger-print access, capturing and recognition for employees and clients
Receipting	Receipting function including but not limited to: • Issue and print receipts. • Generate a unique receipt number. • Process multiple payments for various accounts • Show payment method. • Receipts cancellation option for Supervisors • Reprint duplicate receipts by Supervisors • Daily receipt report • Compatible with easy pay system • Generate easy pay fee charges. • Process Debit order payment • Process Salary deduction payment • Vote payments • Compatible with prepaid electricity software. • Daily cash up module • Generate receipt report (per user, payment method). • Generate cancelled receipt report. • Audit trail for all receipting transactions • Allocate payment and update accounts daily
Direct Payments	Direct Payments function including but not limited to: • Automatic allocation without human intervention • Allocation of electronic payment by multiple users • Allocation of bulk electronic payment (mine and other institutions) • Generate a unique number for each allocated payment. • Detect and block duplication of payment allocation.



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	• Process unallocated payments. • Generate direct payment report. • Audit Trail for all direct payment transaction • Allocate payment and update accounts daily
Debtor Master File	Debtor Master File function including but not limited to: • Generate consumer deposit journal. • Open accounts for individual, company, partnership, trust, sole trader, joint ventures, government departments. • Reprint duplicate debtor statements using a short cut method. • Search account by account number, name, ID number, stand number and street address. • Modify debtor information. • Block opening of a new account without a valid ID number, company registration number and contact details. • Create group accounts. • Generate debtor history. • Generate stand history. • Generate unit history. • Take on balance for Consumer Deposit must have the deposit date. • Block deposit journal when it is duplicated, to avoid duplication. • Accommodate multiple email addresses. • Consumer Deposit list. • Audit Trail for all transactions.
Finalisation	Finalisation function including but not limited to: • Generate reversal of consumer deposit when finalising an account. • Search account by account number, name, ID number, stand number and street address. • Allow finalisation even when there are unbilled readings. • Meter must be linked to individual stand number and unit number. • Show stand history. • Show stand unit history. • Show accounts linked to each unit. • Finalisation Report. • Finalisation exception report (properties that are transferred and not finalised). • Reversal of Guarantee when finalising an account • Reversal of Guarantee when guarantee is cancelled. • Generate a Guarantee Register • Audit Trail for all finalisation transactions



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Consumer Debtor Refunds	Consumer Debtor Refunds function including but not limited to: • Generate a credit transfer journal. • Generate a refund journal. • Show stand history. • Show stand unit history. • Show waiting Journal. • Search debtor by account, name, ID number, stand number, unit number and street name. • Block refund or credit transfer if the amount is above available credit. • Generate a refund report. • Generate a credit transfer report. • Audit trail
Sundry Refund	Sundry Refund function including but not limited to: • Generate refund per each hall booking. • Credit Transfer from a Vote to a Debtor account • Generate a Block refund or credit transfer if the amount is above available credit. • Sundry refund report per Vote. • Audit Trail for all sundry refund transactions.
Customer Relations Management	A sound customer management system, that provides for a consumer portal for online management, a bill presentment module which allows inline registrations/applications.
Billing	
Reporting mechanism	Report writer for both standard reports and user configurable reports using data sets.
	The system to automatically interface the output VAT transactions to the general ledger
Revenue	1. Measure and flag anomalies of the current database history against alternative information sources such as the Surveyor General (SG), Deeds Office and valuation rolls to ensure completeness of budgeting and actual billing. 2. Provide functionality for township development and populate amounts and consumption on average per type of connection in this development. 3. Create projected growth and tariff calculations taking into account the provision for bad debt and material losses. (In this regard transacting on the "Regional" segment is crucial for GRAP 104 type calculations). 4. Review sundry tariffs 5. The system to automatically interface the output vat transactions to the general ledger.



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	6. The system should provide a payment report per service (summary and details). 7. The system should provide a payment report per ward as well as per area (summary and details). 8. Payment allocation to commence with old debts, interest, property rates; water, electricity, sanitation and refuse removal.(allocate payment in that sequence)
General Ledger	Reflect all transactions posted in the sub-ledger to the main ledger to ensure financial integrity of the entire system without a need for manual reconciliations. 2. Journal capturing capabilities which includes electronic approvals

22 BANK AND CASH BOOK

General system integration	The fundamental activity in bank reconciliation involves the matching of individual transactions reported from the bank (via statement or detailed activity report) against relevant internal data (typically the GL) to ensure that all information recorded by the bank is accurate and accounted for in the business' finance system, most simply understood as "check book reconciliation." Although it seems simple on the surface, this process often challenges businesses due to the number of bank accounts, the volume of transactions, varied sources of data (e.g. every bank statement format is slightly different), and the inability to consistently maintain the reconciliation on a daily basis. All this creates large bottlenecks and cascading impacts at month-end. In some cases, other challenges arise such as the use of different currencies, check clearing, complicated transaction relationships (one-to-one, one-to-many, many-to-many), and exception management requirements. ... No manual integration
Requirements & Reporting	An effective system must be or have; • User friendly system, interactive system (Step to step guide) • Comprehensive and fully configured system to integrate with the Banking Software • Able to supports various file formats involved in the Bank Reconciliation Process • Able to import and cleanse the data sets automatically • Automating the matching operation (First priority); one to one transaction, One too many transactions; as well as groupings. • Automation of data import and matching • All types of matching relationships supported (e.g. Bank Ref; Amounts, Accounts, etc.) • Fully configurable matching rules • Automate the process of creating journals, exporting and approval • Able to handle more than 50 000 thousand transactions in a month; • Able to export high volume transactions



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	• Reflect all the Bank Statement information accurately and must not be editable. • Audit trails; (User, Transaction codes, Audit trial number, etc.) • Have user logins and passwords • Limited access of number of users and be able to work even if all users with Access have logged into the same bank account. • Be able to provide a report whereby one can filter according to the information need: for e.g. To be able to filter only data relating to transactions not posted. (Unallocated) • Ready-to-go reconciliation reports • Easy to identify fraudulent items and mis-postings • Minimized financial risks due to the detailed transactions reconciliation • Considerable reduction in the manual effort required for reconciliation
Compliance	Be in line with the prescribed legislative requirements and or standards. (policies, Acts , Rules and Regulations of South Africa)
Empowerment	Training and ongoing support be provided
General Ledger (Core Financials)	Training manuals;
	User Help Guides on the system; Printable; Easy to read ;
	Be able to reconcile from transaction level to GL level
	Be able to extract or export any file format according to the User requirement.
	Be able to handle more than one-year financial information.
	Be able to integrate to the Accounting System (GL)

23 HUMAN RESOURCE

BUSINESS REQUIREMENT	MINIMUM SPECIFICATIONS
Human Resource Module	Employees should be categorized or separated with employee number: permanent, temporary and fixed term employees
	Employees data information must reflect employee full information (name, surname, job profile, qualifications, training, health & safety, industrial relations, banking details, employee benefits and career management all-inclusive per employee data storage
	The system must cater exit interviews and e-recruitment module



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	The system must show submissions and non-submissions of mandatory documents, including disclosure of interest
	Prompt employees to update banking details and physical addresses on yearly basis
	System should have employee data files that allow for navigation through all available report menu
Equity Module	Create a report menu that will generate report on EEA & EEAA to achieve proportional distribution of workforce in line with Employment Equity Act 55 of 1988 by gender, race, age and occupational levels
Organisational Statistics	System Users must have an overview of the current staff complement at the moment
	Reports must indicate a detailed employee data on engagement, promotions, transfer, placement, disciplinary cases, grievances, and termination with accurate reasons and indicate specific event dates
	Create a field that calculate a summarized workforce numbers and allocations to different directorates
Labour Budget	Create a report menu that will include all positions in the structure, filled, budgeted and vacancy rate as approved every financial year (total cost to company per position and expenditure occurred during filling of vacancy)
Leave Module	Must allow for leave plan for employees.
	The system must be linked with employee performance management
	Create a comprehensive leave management tool report menu to address leave analysis
	Add extra field on leave report menu related to leave tracking, accruals, transactions and leave totals as approved and indicate balances
	Add menu for Employee Self Service for leaves taken and send it for approval to the supervisor
Time Management	Work schedule, shift planning
	The system must add Sunday workdays and overtime
Protection or System Password	Each User is given access to the system relating to the functions that need to be performed
	User's employee code to be used as systems id or tracer and is recorded in an audit trail report
	Access status is allocated to all reports



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	Each report can be setup to not allow access to change other than the system administrator
	Password must be reset by appointed system administrator at any time
	Report must be password protected

24 PAYROLL MANAGEMENT AND PROCESSING

BUSINESS REQUIREMENTS	MINIMUM REQUIREMENTS
General system Integration	The general purpose of the Payroll Software, management and processing tool is to ensure that we compensate employees correctly.
	Payroll functionality must ensure that our pay run is precise and business is compliant with legislations (Compliant with SARS, and other regulatory bodies).
	Able to print compliant Payslips in just few clicks.
	Produce, in conjunction with the Human Resource system, a multi-year budget in the mSCOA segmentation.
	Must be able to easily integrate with banks. Seamless upload of payroll information.
	Integrate with the time management system.
	Ability to submit statutory reporting to SARS for all taxes.
Requirements & Reporting	Be able to manage and report on Annual, adhoc and performance bonuses, travel allowance and reimburse kilometres, commissions and overtime, leave and sick pay, independent contractors and labour brokers, bursaries and other non-cash benefit, medical aid, pension, provident & retirement funds, and many more. Be able to create multiple companies and unlimited users.



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	Able to use the module to pay monthly, fortnightly and weekly wages and salaries. Do real time calculations.
Compliance	• Automatic updates. • Compliance with the applicable legislations and be able to pay within a defined period. • Print a compliant payslip. • Email a compliant payslip. • UIF Declaration.
Empowerment	Training, support and procedure manuals be provided to the relevant officials.
General Ledger (Core Financials)	Be able to automatically reconcile from transaction level to GL level. Be able to extract or export any file format according to the User requirement. Be able to handle more than one-year financial information. Be able to automatically integrate to the Accounting System (GL).

25 BILLING

BUSINESS REQUIREMENT	MINIMUM SPECIFICATIONS
Valuation roll	Have a property management system which will be used to maintain the valuation roll
	The property management must be able to link each ward and interface the data to the financial system
	The property management system should be integrated to the financial system
	The financial system should identify any exceptions between the two systems
	Financial system should provide a report for all new properties that were created in a month
	The financial system should provide a report for any properties not under exempted categories which are not charged property rates
	The property management system be able to identify transfers for the month.



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Finalisations/ property transfers	These transfers should be integrated to the financial system
	Clerks should just confirm if the information pulled correct
	As soon as unmetered services is done with their process, the system should channel the last process to the finalizations office to finalise the meter. The system should not allow the finalisation of an account before revenue finalises the meter
	The finalisation should not go through if the ward is not selected
	The system should update the estimates every month
	When the finalization is done, the old client should not be billed anything, however, billing should be done on the new client
	The system should keep history of the previous client
	The system should not allow duplicate accounts on one stand.
	The system should provide a report of any hanging finalization not confirmed.
	The system should provide a report of all finalisations wherein services were not activated.
Clearances	The system should identify all the information in a stand when doing a clearance including consumer accounts
	The system should be able to do 4 months billing in advance.
	The system should be able to integrate with Rates clearance as well as G4 systems.
Meter reading	The system should be able to integrate information from SCADA (Business and Bulk consumers) and meter reading system for readings
	The system should be able to run estimates for all unread meters as the reading information is downloaded (this process should be automated)
	The system should determine clients averages monthly
	The system must automatically reverse any estimates when actual readings are downloaded and captured including the following: 1. Zero consumption



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	2. Negative consumption 3. High consumption 4. Low consumption 5. Clogged over consumption
	The system should bill bulk metres according to the number of units in a complex
	The system should be able to provide an exception report after readings have been downloaded (not meter listing)
	Any adjusted readings after billing should be approved by the supervisor
	The system should keep an audit trail for changes done on meters
Metered services	The system should provide a report of all disconnected meters and indicate whether a new meter was installed to replace the disconnected meter
	The system should be able to generate post billing report (details and summaries)
	The system must be able to capture units for services used which will be Kilolitres (water) and KWH (electricity)
	The system should be able to test bill all the services in a day.
	The system should be able to run live billing in a day.
Post billing	The system should provide a report of all the stands that did not bill per service
	The system should post to the billing information to the general ledger without any manual intervention
	The system should automatically run a meter reading export file immediately after billing.
	The system should automatically run the Post Office statements immediately after billing.
	The system should provide a billing report per service (summary and details).
	The system should provide a billing report per ward as well as per area (summary and details).
	The system should be able to allocate tariffs to different categories as per the valuation roll



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Tariffs	The system should be able to apply exemptions where necessary
	The system should be able to apply an inclining tariff structure where applicable
	The system should be able to pro – rata tariffs when new tariffs are implemented and when seasons change (electricity charges).
	The system should not allow any finalisation/ meter installation to be finalised without selecting a tariff.
	The system should be able to print a tariff report for sign off when new tariffs are loaded.
	The system should have an audit trail for all journals processed.
Journals	The system should provide for any supporting documentation to be scanned to support the journal.
	The system should not allow one user to prepare and approve a journal.
	The system should have system approvals.
	The system should correctly apply interest on accounts outstanding for more than 30 days.
	The system must allow to capture for units that are reversed which will be KLS (Water) and KWH (Electricity)
	Update corrections on accounts on a daily basis
Interest	The system should be able to apply two interest rates applicable to the municipality for each account.

26 PLANNING AND HUMAN SETTLEMENTS

Land Use management	Land use and property register for all properties in Rustenburg. Land use management and application submission process, integration with relevant internal departments i.e infrastructure, water and sanitation, roads, public safety, environmental unit, building control, electrical unit, billing and valuation.
GIS System	Integration with general surveyor general, deeds search, demarcation board (in terms of maps) System integration with billing and valuation system, infrastructure.



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Building plans and management system	Building plan submission process flow with integration to relevant internal departments i.e infrastructure, water and sanitation, roads, public safety, environmental unit, building control, electrical unit, billing and valuation.
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27 EXPENDITURE

BUSINESS REQUIREMENT	MINIMUM SPECIFICATIONS
Accounts Payable	Make payments and part payments. Allow for future and scheduled payments.
	System generated payment reference/number
	The system must have a system sign off using biometrics
	Goods received notes for full or partial deliveries aligned to authorised issued purchase orders. Goods return notes with debit and credit orders;
	Invoicing for goods received notes as partial or multiples invoice payments. Settlement discounts as allowed by suppliers;
	Selection of invoice payments on varied platforms. Bulk payment of invoices including direct linking to the banking sector. Producing of electronic remittance statements with automated distribution;
	The system must be able indicate when the budget is depleted. SCM is the initiator and Expenditure should be secondary to detect when the vote is depleted.
	Sundry payments generated from payroll, billing or manual S&T transactions;
	Retention and Surety register with auto mated update, pay-out and balancing;



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	A session register linked to the PMU with automated allocations;
	Must be able to calculate accounts payable VAT reconciliations (including calculations on returns and discounts);
	Drill down to transactions from the general ledger (GL) to the sub-ledger or 3 rd party systems for an audit trail.
	Segregation of duties in the journal passed, Journal capturing capabilities (including reversible and recurring journals) including electronic approval. Date stamped by the capturer and the authoriser
	Must be able to perform project management from award of tender with all payments made, variation orders as well as retention provisions and payments
	Must have a module for creditors statement reconciliation
	Should be able to provide creditors aging indicating the number of days it took to make a payment for each invoice
	Should be able to detect and prevent duplicate payment of the same invoice number for the same service provider even if it is processed in different financial years.
	Should be able to enquire on outstanding orders using supplier name
	Document control option, to scan and store invoices and other documents on the supplier;
	A web portal for suppliers to enquire on payment status and uploading/submitting of invoices.
	Must be able to provide expenditure report of all payments made within a specified period, i.e. daily, monthly annually, etc. and indicating how much was spent & the available budget
	Reconcile transactions automatically inclusive of petty cash
	The system must separate the vat registered suppliers and non-VAT suppliers
	Report that indicate zero rated, standard rated and exempted supplies
	The system to automatically interface the input and output vat transactions to the general ledger
Loan Register	A loan register capable of calculating repayments and schedule payments within the workflow.



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28 SUPPLY CHAIN MANAGEMENT

28.1 Demand Management

MINIMUM SPECIFICATIONS	
	Enable the user department to capture and compile a procurement plan in January (configurable date) of each financial year
	Reminders should be sent to the User Directorate outset at intervals alerting them the need for compiling the Procurement Plan.
	Alerts and reminders need to be sent at and during Plan Start, Draft Completion and Finalisation dates to both the assigned roles and the User Directorate.
	The RLM IDP budget (GL Accounts & Cost Centre) should be imported into the SCM information system.
	The development of the Procurement Plan should have Workflow, Roles and Durations.
	- The Procurement Plan should enable capturing of Expenditure Item, Description, anticipated date of spend(start/end)
	Assets to receive alerts/notifications whenever there is a transaction on assets.
	Contracts to receive alerts/notifications on requisitions/orders that are more than R200 000.
	When creating a Procurement Plan line item, the user should be prompted as to whether the item is from the IDP. If yes, it should have an enforced link to the IDP line item.
	If the Procurement Plan line item is not from the IDP then it will not be cross-referenced to a source line item.
	Procurement Plan to be Compiled and configure the Final dates
	The system must send the procurement plan to the Demand Planning Administrator
	The compiled and finalised procurement plan to be assigned to the relevant delegate for approval
	Demand Planning Approver to validate the draft Procurement Plan and be stored.
	Draft Procurement Plans await Council approval and confirmation by the User Directorate.

28.2 Acquisition Management

	MINIMUM SPECIFICATIONS
	The system must be able to create and maintain a database
QUOTES BETWEEN R 2000 AND R 30 000	Raising a requisition by the user department
	Enabling the user department to view the budget
	Restricting the user department to raise a requisition if the budget is depleted
	Enabling the User department to load the expected price on requisitions as per market analysis
	Approval of the requisitions as per approved delegations
	Assign the requisition to buyers and be Categorised by the department



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	The system should auto-generate a Request to Quote from a minimum of 3 (configurable) Suppliers, via email
	The solution should automatically use its Vendor Rotation algorithm and determine to whom a request for a quote should be sent
	A reminder should be sent to supplier/s for submitting quotes the next day
	The solution should allow for requesting additional quotations in cases where insufficient quotations were not received
	Evaluation of quotations received
	Verification of available funds on the budget before generating and approving of the Purchase Order
	Auto reject the purchase order if there are insufficient funds in the votes
	Auto Generate the purchase order after approval
	Enable SCM to either approve or reject the requisition
	Auto sends the Purchase order to the supplier and the user department
	Auto send the requisition trail, evaluated quotations, and approved purchase order to creditors
	On Rejection of the Purchase Order, the reason should be captured for audit purposes
	Enable to cancellation of orders where necessary
	E-Signature Integration: This feature allows for easy integration with electronic signature solutions, streamlining the contract signing process and reducing delays.
	Auto generates reports

QUOTES ABOVE R 30 000	MINIMUM SPECIFICATIONS
	Enabling the user department to raise a requisition based on the approval of the quotations
	Approval of the requisition per approved delegations
	Verification of available funds on the budget before generating and approving of the Purchase Order
	Auto reject the purchase order if there are insufficient funds in the votes
	Auto Generate the purchase order
	Enable SCM to either approve or reject the requisition
	Auto send the Purchase order to the supplier and the user department
	Auto send the requisition trail, evaluated quotations, and approved purchase order to creditors
	On Rejection of the Purchase Order, the reason should be captured for audit purposes
	Able to upload the evaluation reports and bid documents so it can be auto send to creditors for payments
	E-Signature Integration: This feature allows for easy integration with electronic signature solutions, streamlining the contract signing process and reducing delays.



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	Auto generates reports
Deviation	The system must allow the deviation process to be done according to Regulation 36 of MFMA
Exceptions	The system to allow Supply Chain Management to procure outside the procurement plan

Purchase orders under contracts/Transversal contracts/Deviation	MINIMUM SPECIFICATIONS
	Enabling the user department to raise a requisition based on the award of the bid
	Approval of the requisition per approved delegations
	Verification of available funds on the budget before generating and approving the Purchase Order
	Auto reject the requisition to be converted to Purchase Order in case the vote has insufficient funds
	E-Signature Integration: This feature allows for easy integration with electronic signature solutions, streamlining the contract signing process and reducing delays.
	Auto Generate the purchase order
	Enable SCM to either approve or reject the requisition
	Auto send the Purchase order to the supplier and the user department
	Auto send the requisition trail and approved purchase order to creditors
	On Rejection of the Purchase Order, the reason should be captured for audit purposes
	Able to upload the evaluation reports and purchase orders so it can be auto-sent to creditors for payments in case of award of quotes above R30 000
	Able to upload the contractual documents e.g. SLA, Appointment, BOQ, and purchase orders so they can be auto-sent to creditors for payments in case of contracted service providers
	Able to upload the contractual documents e.g. Transversal appointment documents and purchase orders so they can be auto-sent to creditors for payments in case of contracted service providers

28.3 Inventory Management

MINIMUM SPECIFICATIONS
Stock listing



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The system must allow stores officials to add or remove items on the list of stock items as per approval levels
The system must assign a stock code to stock items of the same nature; and must also indicate the bin location where the stock item is stored. The system must not allow for duplicate stock codes or bin location.
Stock Replenishment – Procuring stock to increase the stock levels
The system should be able to generate the requisition and allow approval as per approved delegation
The requisition must have its unique requisition number
Converting the requisition to the purchase Order
Function of reprinting of requisitions
Audit trail
Receiving of stock
The system must be able to generate good, received note which will be informed by quantity received and the supporting documents (Delivery note & Tax Invoice) to automatically increase the quantity.
Function of reprinting GRV
Audit trail
Issuing of stock
Enabling the user directorates to raise a requisition on the inventory module against the relevant vote number and approval by delegated authorities thereof
Auto reject the requisition in case the vote has insufficient funds
Enable the Stores official to approve the requisitions further as per the delegation for drawing of material
The system to generate inventory issue note
Auto update the inventory balance
Function of reprinting inventory issue note
Audit trail
Stock levels
Enable the stores official and user directorate to view the stock levels for each item
Alert the stores officials when the specific item has reached the stock re-order point



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Alert the stores official with the non-moving stock items

Report

The system must be able to auto generate;

- listing report
- Movement report
- Transactions report
- Stock count report
- Valuation report

Additional functions

The system must be in line with the applicable inventory valuation method

Export data to different file formats

System to generate the stock count sheets

28.4 SCM Contracts Management

MINIMUM SPECIFICATIONS

The bid file to be uploaded on the system

Easy-to-Use Dashboard: This feature provides an easy-to-use interface that enables users to easily navigate and access key features of the contract management system.

Intuitive Configuration: This feature allows for easy customization and configuration of the system based on an organization's unique needs and requirements.

Central Contract Repository: This feature provides a centralized location for all contracts, ensuring easy access and management of important documents.

Document Storage and Organization: This feature ensures that all documents are stored in an organized and easy-to-find manner, reducing the time and effort required to find important information.



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Optical Character Recognition / Artificial Intelligence: This feature automates the process of extracting data from documents, reducing the need for manual data entry and improving efficiency.

Automated Alerts: This feature provides notifications and alerts for important contract events and milestones, reducing the risk of missed deadlines.

Monitoring and Reporting: This feature provides real-time visibility into contract performance and progress, enabling organizations to identify issues and make informed decisions.

Version Tracking: This feature tracks changes made to contracts over time, ensuring accurate and up-to-date records of contract history.

E-Signature Integration: This feature allows for easy integration with electronic signature solutions, streamlining the contract signing process and reducing delays.

Streamlined Contract Intake and Requests: This feature streamlines the process of creating and submitting new contract requests, reducing turnaround time and increasing efficiency.

Templating Capability: This feature enables the creation of standardized templates for contracts, ensuring consistency and reducing errors.

Automated Workflows: This feature automates routine tasks, freeing up time for more complex contract management activities.

Tool Integration: This feature enables integration with other systems, such as procurement or accounting software, for streamlined workflows and data sharing.

Manageable Deployment: This feature ensures easy deployment and management of the system with minimal IT resources required.

Access Permissions Controls: This feature ensures that access to contracts and sensitive information is controlled and monitored, reducing the risk of unauthorized access.

Unlimited User Support: This feature ensures ongoing technical support and assistance for users of the contract management system.



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Advanced Security Capabilities: This feature ensures that the system is secure and protected with advanced security measures such as data encryption, user authentication, and access controls.

Analyse Data with Audit Trails: This feature provides detailed audit trails, enabling organizations to Analyse data and identify trends or issues.

Create Contract Register: This feature helps to maintain a comprehensive and centralized contract register to monitor contract performance and progress.

Create Commitment Register: This feature enables the tracking of spending and commitments against contracts, providing real-time visibility into overall spending.

28.5 SCM Performance Management

MANCO Objectives

Benchmarks

Sample Reports

SCM UNIT HEAD Expectations

SCM Monthly Performance Report

SCM Performance Report for 1st Quarter.

SCM Performance Report for 2nd Quarter.

SCM Performance Report for 3rd Quarter.

SCM Performance Report for 4th Quarter.

SCM Implementation Report for the financial year.

Report on all Suppliers to be inactivated at month end for any Business Rule reasons

Report all Suppliers that took more than x number of days to be approved at the back office after submitting their details.

Report all Suppliers with unanswered Tender Queries, Objections & General inquiries

Suppliers Tender/Quotation history should be reported on

A report of all FINANCIAL SYSTEM imported vendors that are still to have their details updated and activated.



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A report on vendor's auto-removed for incomplete submissions after x number of days.
A report showing discrepancy in data between the Vendor Portal and Back Office.
Report on Supplier Commodity Type changes if within a 6-month period.
Report on the departmental status of their Procurement Plans in the workflow.
Report for 2k-30k, 30k-200k, and above 200k thresholds expenditure by Commodity type & Region for status SMME, Disabled, Youth, Women, economic sector, -
Report where 2k-30k, 30k-200k, and above 200k timelines have been exceeded at any stage in the workflow.
Report status in the workflow for all current 2k-30k, 30k-200k, and above 200k acquisitions.
Report on Suppliers recommended by the system and who did not respond.
Report classifying the above R200k expenditure by Exceptions, Deviations, and those from the Procurement Plan.
All department expenditure that is over/under spent against their approved Procurement Plans.
Report payment of Tender documents i.e. Online or Manual payment.
Report all Vendors failing compliance Checks
Report all Vendors earmarked for Treasury blacklisting.
Report on New, Price adjustment, Depleted funds, and Withdrawn Contracts.
Report status in the workflow for all contracts
Report where Contract timelines have been exceeded at any stage in the workflow.
Report on Contractor Performance.
Report on Contract scorecard updates that have not been done at the period's setup for the contract created.

28 IDP MODULE

This Module needs to incorporate key processes and procedures such as capturing community needs, strategy formulation, integrated development planning (IDP), prioritization, revenue generation, resource allocation.
Due to the nature of local government, the performance management system of a municipality originates from its integrated development plan (IDP) and as such, the module must be able to generate the key performance indicators. This module therefore formally start with and should assist in the compilation of the IDP.
Creation of projects with adequate details for both Default (revenue) capital and operational projects per ward and area (per geographic segment.)



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Linking of projects to the Municipal objectives, KPI and the budget and creating unique project identifiers. The module must be able to isolate budgeted and non budgeted projects.

Tracking of the IDP budget process plan and timetable.

29 PERFORMANCE MANAGEMENT SYSTEM

The performance management system must therefore include the following components:

Seamless integration with the budgeting module;

The compilation and solution to capture the service delivery- and budget implementation plan (SDBIP) measurable performance indicators and the assignment of tasks to specific managers;

Ensuring that policies and Municipal By-laws are aligned to the developmental nature of the municipality and give effect to the measurable performance objectives and service delivery- and budget implementation plan (SDBIP) of the municipality (for staff and political office bearers);

Ensure that internal municipality delegations are updated and assigned and formally accepted by individuals;

Manage and control external service mechanisms/ providers via a contract management component that ensures delivery, sign-off and minutes are contained in a single point of entry;

Must be linkable to the Contract management module to monitor key deliveries and also invoke penalty clauses, retentions and consequences in cases of persistent breach of contract. This include listing of transgressors on the National Treasury website under the appropriate listing for transgressors;

Module must be able to link project in the procurement plans with indicators and targets. Must be able to link service standards with work plans and raise escalation when key targets are missed.

A performance management module that manages the performance contracts of all employees and allows for electronic submissions and 'portfolio of evidence' management; Workflow and work plan for all employees and be able to generate performance score and performance reports. Module must be able to link each KPI with the Technical data definition sheet that expands on what the KPI intends to achieve.

The performance management module should assist in consequence management and record any such actions; and the performance management system should as a minimum produce the following documents:

Module must be able to calculates performance scores on both KPI and competencies.

The integrated development plan (IDP) for publication;

The service delivery- and budget implementation plan (SDBIP);

The service level agreements (SLA's) and performance contracts;

Reporting on service delivery- and budget implementation plan (SDBIP) indicators (inclusive of financial performance indicators); and the Municipality's annual report.

30 SPECIFICATION FOR FLEET MANAGEMENT



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EXPECTED REPORTS

The system must allow for a multitude of various management reports. The report must be able to be printed or outputted to Microsoft Excel and acrobat allowing further editing or graph generation, so that information can be made as refined as required.

1.

COMPONENT	SPECIFICATION																																										
FLEET MANAGEMENT	The system must perform the following: • The system must be able to generate trip authority and close it off after trip; • The trips must only be approved when there's sufficient budget on the vehicle; • Generate Vehicle Utilization reports; • Enable us to capture the fleet budget per element e.g <table><tr><th>vote structure</th><th>Element</th><th>Registration No.</th><th>Veh-description</th><th>RLM</th><th>Budget</th></tr><tr><td></td><td>LIC</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>MATR</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>FUEL</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>LABR</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>OBCS</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>OIL</td><td></td><td></td><td></td><td></td></tr></table>	vote structure	Element	Registration No.	Veh-description	RLM	Budget		LIC						MATR						FUEL						LABR						OBCS						OIL				
vote structure	Element	Registration No.	Veh-description	RLM	Budget																																						
	LIC																																										
	MATR																																										
	FUEL																																										
	LABR																																										
	OBCS																																										
	OIL																																										
	• Draw the expenditure report per vehicle: • Payment be made according to the item description linked to the vote • Access to the system to view and print reports • Life to date information of vehicles (record keeping) • Accident reports																																										

31 SPECIFICATIONS FOR THE TRAFFIC CONTRAVENTION, ADMINISTRATION AND ENFORCEMENT SYSTEM



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COMPONENT	SPECIFICATION
	Camera Adjudication Supply, install and activate a comprehensive modules, functions and processes and processes for the Traffic Management Contravention system Makes provision to process camera images and create a camera notice on the system: • Image Validation • Image Verification • Camera Image Upload • All different camera types • Image Enquiry
	Data Capture Makes provision to capture notices issued by the officers: • Notice Capture • Section 341 Notice • FIOC • Section 56 Capture • Section 54 Notice • Weighbridge Section 56 • General Capture • First Info of Crime • Suspended Vehicles • Offender Information • Change Offender Details • Change 341 Name and Address
	Representations and Presentation: Which makes provision to capture the presentation of document proof (example a valid drivers license or a vehicle clearance certificate) which was not in the vehicle at the time of the offence. The following representation and presentation options are available: • Presentations • Register Representation • Representation Letters • Representation Results • Present Document Reversal • Present a Document • Representation Reversal • Custom Letter



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Payments	Payments functions • Payment Functions • Reprint Receipts • Payments Import (3rd party channels) • Maintain a Payment • Receipt Totals • Add Payments • Non-Traffic Payment • EasyPay Import • Payment Reports • Payment History Report • Payments End of Day • Daily Payments & Unequal Payments Report • Admission of Guilt Register • Daily Payments by User Report • Daily Payments by Vote Report
	Registers: • Court Registers • Section 56 Court Register • Section 54 Court Register • End of Day Registers • Cancel a Document Report • Section 56 Daily Register • Allocation Daily Register • Representation Register • No Representation Result Yet Register • Presentation Register • Warrant of Arrest Register
	Officer Books Management: That allows the user to control the Officer books to be ordered, issued, returned and audited for missing notices.
	The system must provide a separate Accident system for the capturing of all accident reports which occur in the Rustenburg Municipality area which provide statistical and daily reports
	Provide a Pound system to capture the impoundment of any vehicle



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15 BUDGET AND REPORTING



COMPONENT	SPECIFICATION
Integration	Sub-system(s) or ledgers must, without (manual) intervention or manipulation, integrate and constantly balance with the core financial system.
	Enable drill down from the general ledger (GL) to sub-system source transactions to the transactional level.
	Integration and automation of the annual financial statements (AFS) as well as monthly MFMA section 71 reports (management accounts).
Reporting mechanisms	Ensure that Mscoa segmented reports can be produced on any level of the Mscoa chart with any combination of segments at ward level;
	Reflect budget versus actual performance of the votes/functions of the municipality.
	Trial Balance (TB) and GL with all relevant information. i.e. user who processed, audit trail number, transaction type, date, supplier, reference etc.
National Treasury Portal and other statutory submissions	Submission of budget, returns and any other documents to the National Treasury local government Database (LG Database);
Main Budget	Must have budgeting capabilities in that the budget is informed from the integrated development plan (IDP) and budget capturing occur across all the Mscoa segments as per the Mscoa Regulations, 2014.
	The system must support budgeting cycles across the medium term revenue and expenditure framework (MTREF) (3-year budget) of the municipality.
	Ensure complete National Treasury A, B and C Schedules are extracted directly from the financial system
	The statutory budget submission to the National Treasury local government Database (LG Database);
	Data extraction from the mandatory six (6) segments on the Mscoa classification framework and upload to the National Treasury local government Database (LG Database) portal.
	Automate the virement process as per the virement policy.
General Ledger (Core Financials)	Contains all the accounts for recording transactions relating to municipalities <u>revenue, expenditure, gains and losses, assets, liabilities and net assets</u> as per Mscoa segments.
	Is a central repository for accounting data transferred from all sub-ledgers e.g. supply chain, revenue, cash management, fixed assets, purchasing, debt control, billing, prepaid, and projects etc.
	Reflect transactions posted in the sub-ledgers immediately in the main ledger thereby ensuring the financial integrity of the entire system without the need for manual reconciliations between main and sub-ledgers.



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General Ledger (Core Financials)	Drill down to transactions from the general ledger (GL) to the sub-ledger or 3 rd party systems for an audit trail.
	Journal capturing capabilities (including reversible and recurring journals) including electronic approval.
	Reporting functionality for all financial reports in the full mSCOA segmented transactions at ward level.



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FUNCTIONALITY

For a bidder to qualify it is a requirement that a Professional Service Provider score a minimum of 85 out of a maximum of 100 points for functionality to be evaluated further.

Rustenburg Local Municipality reserves the right to verify and confirm any information submitted for Functionality.

Values: 1 = Poor; 3= Good; 5 = Excellent

ITEM	CRITERIA	WEIGHT	VALUE	SCORE	VERIFICATION METHOD
1. COMPANY EXPERIENCE		10			Appointment letters and reference letters per project (with contactable references)
Attach appointment and reference letters from secondary municipalities or metros per project					
	1 -2 appointment and reference letter (Value = 1)				
	3-4 appointment and reference letters (Value = 3)				
	5 and above appointment and reference letters (Value = 5)				
2. PROJECT LEADER EXPERIENCE		5			A detailed CV of the Project Leader who will be directly involved in this project.
Attach CV and qualifications detailing experience similar to the field					
	Project Leader with up to 5 years' experience in local government financial systems (Value = 1)				
	Project Leader must have 6-9 years' experience in local government financial systems (Value = 3)				



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	Project Leader must have 10 years and above experience in local government financial (Value = 5)				
3. SYSTEM DEVELOPERS		15			CV certified qualifications
Attached CV certified qualifications					
	System Developer with up to 5 years' experience in local government financial systems (Value =1)				
	System Developer must have 6-9 years' experience in local government financial systems (Value =3)				
	System Developer must have 10 years' and above experience in local government financial systems (Value =5)				
SYSTEMS ADMINISTRATOR EXPERIENCE		10			Qualifications and CV detailing experience with mSCOA experience
Attached Qualifications and CV detailing experience with a financial system					
	Systems Administrator with up to 5 years' experience in local government financial systems (Value = 1)				
	Systems Administrator must have 6-9 years' experience in local government financial systems (Value = 3)				
	Systems Administrator must have 10 years' and above experience in local government financial systems (Value = 5)				
SYSTEM FUNCTIONALITY A detailed presentation on the mSCOA compliant system. The system must include the 14		60			Detailed presentation on the mSCOA compliant system.



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components and must integrate seamlessly with the mSCOA general ledger.					
<u>Document management</u>					
	0 - 33% of the System Components (Value = 1)	3			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 5)				
<u>Revenue</u>					
	0 - 33% of the System Components (Value = 1)	8			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 5)				
<u>Bank and Cashbook</u>					
	0 - 33% of the System Components (Value = 1)	3			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 3)				
<u>Human Resource</u>					
	0 - 33% of the System Components (Value = 1)	3			



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	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 5)				
<u>Payroll management and Processing</u>					
	0 - 33% of the System Components (Value = 1)	3			
	34 -65% of the System Components (Value = 3)				



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	66% and above of the System Components (Value = 5)				
Billing					
	0 - 33% of the System Components (Value = 1)	8			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 5)				
Planning and Human settlement					
	0 - 33% of the System Components (Value = 1)	3			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 5)				
Expenditure					
	0 - 33% of the System Components (Value = 1)	5			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 5)				
SCM					



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	0 - 33% of the System Components (Value = 1)	6			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 5)				
IDP					
	0 - 33% of the System Components (Points = 1)	3			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 3)				
Performance management					
	0 - 33% of the System Components (Value = 1)	3			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 5)				
Fleet management					



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	0 - 33% of the System Components (Value = 1)	3			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 5)				
<u>Traffic Contravention Enforcement</u>					
	0 - 33% of the System Components (Value = 1)	3			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 5)				
<u>Budget and reporting</u>					
	0 - 33% of the System Components (Value = 1)	6			
	34 -65% of the System Components (Value = 3)				
	66% and above of the System Components (Value = 5)				
TOTAL		100			

Calculate the points scored according to the following formula:

$$Ps = \frac{[So]}{Ms} \times Ap$$

Where:

Ps = percentage scored for functionality by the bid under consideration

So = total score of bids under consideration, i.e. weight X value = score

Ms = maximum possible score = 500

Ap = percentage allocated

$$\text{Total percentage scored by the bidder on functionality: } Ps = \frac{\quad}{500} \times 100 =$$

NB: No tender will be regarded as an acceptable tender/responsive if it fails to achieve the minimum qualifying score for functionality of 85 out of a maximum of 100 points.



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PRICING SCHEDULE

Table 1 (Once off)

ITEM DESCRIPTION	PRICE
Hardware (Server and Storage) Server Storage	
Project initiation and configuration fees	
Data validation and cleansing and importing fee per module	
Data Migration	
Testing	
Gap Analysis and readiness assessment fee	
Change Management Cost	
Go-live training	
SUB TOTAL	
VAT	
TOTAL	

Table 2

ITEM	PRICE – YEAR 1
Support Team Fee, training, and skills transfer fee (Consulting cost, Disbursements limited to 3 months)	
Offsite Backup	
Upgrades	
Maintenance Fee	
SUBTOTAL	
VAT	
TOTAL	

Table 3 Annual License fee to cover all modules listed on the table below:



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Component	PRICE - Year 1
1.Document management	
2.Revenue	
2.1 Accounts receivable	
2.2 Payment arrangement	
2.3 Credit control	
2.4 Indigent registration	
2.5 Debt Collection	
2.6 Customer relations	
3.Bank and cashbook	
4.Human Resource	
5.Payroll Management and Processing	
6.Billing	
6.1Valuation roll	
6.2 Finalization / property transfer	
6.3 Clearance	
6.4 Meter reading	
6.5 Metered services	
6.6 Post Billing	
6.7 Tariffs	
6.8 Journals	
7.Planning and Human Settlements (GIS)	
7.1 Land use management system	
7.2 GIS	
7.3 Building plans management system	
8.Expenditure	
8.1Account payables	
8.2Loan register	
9.SCM	
9.1 Demand management	
9.2 Acquisition management	
9.3 Contract management	
9.4 SCM Performance management	
9.5 Inventory Management	
10.IDP	
11.Perfomance management system	



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12.Fleet management	
13.Traffic contravention and enforcement system	
14.Budget and Reporting	
TOTAL	

AD HOC SERVICES	HOURLY RATE	VAT AMOUNT	HOURLY RATE INCLUSIVE OF VAT
Interfacing with 3 rd parties not part of the specification			
AD HOC SERVICES	PRICE PER ITEM	VAT AMOUNT	PRICE PER ITEM INCLUSIVE OF VAT
Specialized hardware (Once off)			

ADDITIONAL APPLICATIONS	HOURLY RATE	VAT AMOUNT	HOURLY RATE INCLUSIVE OF VAT
As and when required			

NB: The price will escalate yearly from year 2 to year 5, the indices which will be used is the CPI