

67 Church Street, EmaXesibeni, 4735  
Tel: +27 (0)39 254 6000  
Fax: +27 (0) 39 255 0167  
Web : [www.umzimvubu.gov.za](http://www.umzimvubu.gov.za)



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

Dabula Street, Sophia, KwaBhaca  
P/ Bag 9020, KwaBhaca, 5090  
Tel: +27 (0)39 255 8500  
Fax: +27 (0) 39 255 0167

## UMZIMVUBU LOCAL MUNICIPALITY

**BID NO: BID NO: UMZ/2024-25/C&CS/PS/001**

**SUPPLY, DELIVERY, INSTALLATION, SUPPORT AND MAINTAIN A TRAFFIC  
NOTICES CONTRAVENTION AND AUTOMATIC NUMBER PLATE  
RECOGNITION (ANPR) SYSTEM FOR A PERIOD OF TWO (2) YEARS**

NAME OF BIDDER : \_\_\_\_\_  
CONTACT PERSON : \_\_\_\_\_  
CONTACT NUMBER : \_\_\_\_\_  
BID PRICING : \_\_\_\_\_

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**ADVERT DATE: 04/10/2024**

**BID NO: UMZ/2024-25/C&CS/PS/001**

**SUPPLY, DELIVERY, INSTALLATION, SUPPORT AND MAINTAIN A TRAFFIC NOTICES CONTRAVENTION AND AUTOMATIC NUMBER PLATE RECOGNITION (ANPR) SYSTEM FOR A PERIOD OF TWO (2) YEARS**

**The Municipality Seeks to appoint a suitable service provider for Supply, Deliver, Install, Support and Maintain a Traffic Notices Contravention and Automatic Number Plate Recognition (ANPR) System for a period of Two (2) Years**

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BEING DEEMED TO BE NON-RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management policy will apply Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Document. The bid will be evaluated on 80/20 evaluation criteria where 20 points will be allocated to specific goals: 10 Points will be allocated to 100% black owned companies, 5 Points to Disability owned companies with a submission of Occupational Therapy assessment report or certified independent impairment rater) and 5 points to be allocated to more than 50% female owned companies. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Original Certified ID Copies of Managing Directors/ Owners. Fully completed MBD forms 4, 6.1, 8, and 9 and Billing clearance certificate or statement of municipal accounts, affidavit, confirmation letter with declaration that a company does not owe municipal services for more than 90 days are compulsory submission. Bidders must be registered on CSD and provide confirmation of registration. No couriered, faxed, e-mailed, and late tenders will be accepted. Certification of documents must be within a period of 90 days. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices at Dabula Street Sophia, KwaBhaca/Mt Frere, Eastern Cape, 5090 Coordinates (30,90417° S, 28,98138° E) to be closed not later than **12h00 noon on the 5 November 2024** where they will be opened in public. The municipality will not make any award to a person or persons working for the state. All tenders must be clearly marked **"SUPPLY, DELIVERY, INSTALLATION, SUPPORT AND MAINTAIN A TRAFFIC NOTICES CONTRAVENTION AND AUTOMATIC NUMBER PLATE RECOGNITION (ANPR) SYSTEM FOR A PERIOD OF TWO (2) YEARS"**

Tender Documents will be available on E-Tender Portal for free to be downloaded and those that need hard copies will be available at municipal offices at a fee of **R455.00** to cover printing costs.

**Enquiries:** All technical enquiries may be directed to Mr. B.J Ntlamba and SCM enquiries to SCM Mr. T. Mbukushe 0392558555 email [Ntlamba.Bongile@umzimvubu.gov.za](mailto:Ntlamba.Bongile@umzimvubu.gov.za) or [Mbukushe.Themba@umzimvubu.gov.za](mailto:Mbukushe.Themba@umzimvubu.gov.za)

Other enquiries regarding this bid may be directed to the office of the Municipal Manager: Mr. GPT Nota

**FUNCTIONALITY**

A minimum of 60 Points to be scored in order to be evaluated further.

| Criteria           | Maximum Points to be scored |
|--------------------|-----------------------------|
| Company Experience | 50                          |
| Financial Capacity | 30                          |
| Methodology        | 20                          |
| <b>Total</b>       | <b>100</b>                  |

**GPT NOTA**  
**MUNICIPAL MANAGER**

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**PART A**  
**INVITATION TO BID**

|                                                                                                   |                                                                                                                                                                                |               |                         |               |                   |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------|---------------|-------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (UMZIMVUBU LOCAL MUNICIPALITY)</b>       |                                                                                                                                                                                |               |                         |               |                   |
| BID NUMBER:                                                                                       | BID NO: <b>UMZ/2024-25/C&amp;CS/PS/001</b>                                                                                                                                     | CLOSING DATE: | <b>05 November 2024</b> | CLOSING TIME: | <b>12H00 NOON</b> |
| DESCRIPTION                                                                                       | <b>SUPPLY, DELIVERY, INSTALLATION, SUPPORT AND MAINTAIN A TRAFFIC NOTICES CONTRAVENTION AND AUTOMATIC NUMBER PLATE RECOGNITION (ANPR) SYSTEM FOR A PERIOD OF TWO (2) YEARS</b> |               |                         |               |                   |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b> |                                                                                                                                                                                |               |                         |               |                   |

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

|                                     |      |  |        |  |
|-------------------------------------|------|--|--------|--|
| <b>The Reception Area</b>           |      |  |        |  |
| <b>Umzimvubu Local Municipality</b> |      |  |        |  |
| <b>Dabula Street, Sophia</b>        |      |  |        |  |
| <b>Mount Frere</b>                  |      |  |        |  |
| <b>5090</b>                         |      |  |        |  |
| <b>SUPPLIER INFORMATION</b>         |      |  |        |  |
| NAME OF BIDDER                      |      |  |        |  |
| POSTAL ADDRESS                      |      |  |        |  |
| STREET ADDRESS                      |      |  |        |  |
| TELEPHONE NUMBER                    | CODE |  | NUMBER |  |
| CELLPHONE NUMBER                    |      |  |        |  |
| FACSIMILE NUMBER                    | CODE |  | NUMBER |  |
| E-MAIL ADDRESS                      |      |  |        |  |

|                                                                                                                    |                                                                                        |  |                                                                                               |                                                                                            |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| VAT<br>REGISTRATION<br>NUMBER                                                                                      |                                                                                        |  |                                                                                               |                                                                                            |
| TAX<br>COMPLIANCE<br>STATUS                                                                                        | TCS PIN:                                                                               |  | OR                                                                                            | CSD<br>No:                                                                                 |
| ARE YOU THE<br>ACCREDITED<br>REPRESENTATIVE IN SOUTH<br>AFRICA FOR<br>THE GOODS<br>/SERVICES<br>/WORKS<br>OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES ENCLOSE PROOF] |  | ARE YOU A<br>FOREIGN<br>BASED<br>SUPPLIER FOR<br>THE GOODS<br>/SERVICES<br>/WORKS<br>OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES, ANSWER PART B:3 ] |
| TOTAL NUMBER<br>OF ITEMS<br>OFFERED                                                                                |                                                                                        |  | TOTAL BID<br>PRICE                                                                            | R                                                                                          |
| SIGNATURE OF<br>BIDDER                                                                                             | .....                                                                                  |  | DATE                                                                                          |                                                                                            |
| CAPACITY<br>UNDER WHICH<br>THIS BID IS<br>SIGNED                                                                   |                                                                                        |  |                                                                                               |                                                                                            |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:                                                                    |                                                                                        |  | TECHNICAL INFORMATION MAY BE DIRECTED TO:                                                     |                                                                                            |
| DEPARTMENT                                                                                                         | Budget and Treasury-SCM                                                                |  | CONTACT<br>PERSON                                                                             | Mr. B.J Ntlamba                                                                            |
| CONTACT<br>PERSON                                                                                                  | Mr. T. Mbukushe                                                                        |  | TELEPHONE<br>NUMBER                                                                           | 039 255 8530                                                                               |
| TELEPHONE<br>NUMBER                                                                                                | 039 255 8555                                                                           |  | FACSIMILE<br>NUMBER                                                                           | N/A                                                                                        |
| FACSIMILE<br>NUMBER                                                                                                | N/A                                                                                    |  | E-MAIL ADDRESS                                                                                | Ntlamba.Bongile@Umzimvubu.gov.za                                                           |
| E-MAIL<br>ADDRESS                                                                                                  | Mbukushe.Themba@Umzimvubu.gov.za                                                       |  |                                                                                               |                                                                                            |

**PART B MBD 1**  
**TERMS AND CONDITIONS FOR BIDDING**

|                                                                                                                                                                                                                                          |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                |                                                          |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                             |                                                          |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE</b>                                                                                                                                    |                                                          |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |                                                          |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                    |                                                          |
| 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-SERVICE PROVIDERS 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.                                                                                                        |                                                          |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                     |                                                          |
| 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                               | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>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.</b>               |                                                          |

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

## PART 1 - Conditions of Bid

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### 1. GENERAL REQUIREMENTS

- 1.1 The Council wishes to request a bid for the “**SUPPLY, DELIVERY, INSTALLATION, SUPPORT AND MAINTAIN A TRAFFIC NOTICES CONTRAVENTION AND AUTOMATIC NUMBER PLATE RECOGNITION (ANPR) SYSTEM FOR A PERIOD OF TWO (2) YEARS**”
- 1.2 The bidder is required to furnish full details requested on the bid forms. All prices shall be inclusive of Value Added Tax.
- 1.3 The bidder is requested to furnish all relevant information not entertained on the form of bids under separate cover which shall form part of the bid.

### 2. CONTACT PERSON FOR TECHNICAL QUERIES

|           |   |                                  |
|-----------|---|----------------------------------|
| Name      | : | Mr. B.J Ntlamba                  |
| Telephone | : | 039 255 8530                     |
| Email     | : | Ntlamba.Bongile@Umzimvubu.gov.za |

### 3. TERMS AND CONDITIONS

#### 3.1 Confidentiality

All materials, specifications, service level requirements detailed information and everything else supplied with this request for the bid remains the property of the Umzimvubu Local Municipality and may be recalled if deemed necessary.

#### 3.2 Contractual obligations

The request for bid does not constitute a contract nor does it create an obligation on the part of the Umzimvubu LM to purchase services, products or equipment from any vendor submitting a bid.

#### 3.3 Response to Questions

Where appropriate, questions should be answered explicitly by providing specific details requested.

Bidders selecting to omit any of the required information or who do not follow the specified format will be disqualified from the bid process.

Should additional information be required by Umzimvubu LM, bidders may be approached to provide more details, including aspects not specifically covered in this request for bids.

Please ensure that the documentation required is completed in full and signed.

## TERMS OF REFERENCE

### Purpose of the Project

The purpose of the project is to supply, support and maintain a traffic notices contravention system and automatic number plate recognition (ANPR) system for a period of two (2) years.

### Scope of work

As a minimum requirement, the proposed Contravention Software will comply with the schedule below:

Minimum specifications requirement for Back Office/Contravention software

#### Back Office System – Contravention system for Traffic Department

1. Unlimited Users (Data Captures)
2. Full Traffic Management Modules
3. Integration of current legacy book to new system with ANPR for warrants
4. Centralised link of all clusters or region
5. Digital Laser Cam (Auto and Manual Law Enforcement)
6. MSCOA compliance reference letter (reference letter for integration to municipal financial module)
7. Full Ownership of back-office source code with signed letter on company letter head
8. Type approval certificate of the digital laser cam
9. Service Provider's Lab SANAS 1795 Accreditation Certificate

#### Book Management:

Adding sec 341 and 56's books

Adding other books

Book reconciliations

Book Location reporting

Book Outstanding

Book Summaries

Book Allocations and return to officers

Book Status management

Book Set up

Book Barcode management

Missing and lost reports

Traffic Officer Compliance reports

#### Dashboard Management:

Role based dashboards

User based dashboards

Dashboard integrated reporting

---

Manual Fine Capturing:  
Online form capture  
Direct Natis integration  
Charge code integration  
Existing violation lookups  
Automatic court integration  
Full search facility  
Multiple charge code creation  
Multiple location alignment  
Officer based creation  
Existing fine lookups  
Reporting by officers  
Reporting by location  
Reporting by court  
Reporting by book  
Unlimited users  
Search by ID  
Search by reg number  
Online display of all vehicle details  
Manual Natis in form lookup  
Sec 341 capture, section 56  
Direct integration to Documents module  
Automatic downloads of images  
Full summary of image downloads  
Zoom and select facility  
Supports multiple images  
Queue based capture facility  
Unlimited users  
License images stored locally (for future use)  
Fine creation  
Automatic link and downloads from Enatis (for future use)  
Quality Assurance Assessment  
Traffic Officer Adjudication (for future use)  
Bulk printing  
Full reporting facility  
Full audit facility  
GIS  
Integrated GIS reporting  
Customisable GIS development

ANPR link Software interface for Warrants (ANPR Roadblock System or Mobile) Upload of all your existing Data or Warrants to our back-office system

### Automatic Number Plate Recognition systems:

Upgrade and maintenance of the existing vehicle fitted with ANPR system:

- ANPR dual camera
- Manual enquiry laptops or PC's, printers
- Live system with dual sim 4G connectivity
- Online cashier facilities
- Colour laser printers for printing of scanned warrants of arrest (WOA), scanned control documents and Section 54 summonses
- On site payment with receipt printing
- On site representation to be captured
- Systems must work completely from vehicle/ battery/ solar power or alternatively generators.

Once off set up fee (installation and onsite) Annual License Fee and remote support for full traffic management system will link with current and future speed cameras together with current ANPR and future ANPR Integration of legacy data to new system.

The Municipality requires the traffic contravention system and full back-office services for the processing of all cameras captured offences (for future reference), handwritten traffic fines and certain by laws documentation. This will encompass the full life cycle of a traffic fine from the initial capturing of the offence, through all the legal processes, up to the stage where the fine is ultimately finalised. The system should be flexible for the administration of bylaws enforcement administering.

### **EVALUATION CRITERIA**

The evaluation of this Bid will be conducted in the following two (2) stages: where 100 will be for functionality and 80/20 for PPPFA.

#### 1. Functionality Criteria

- (a) Tenders will be pre-evaluated on the criteria as set out below. Bidders that score less than 60 out of 100 points for this criterion will be regarded as non-responsive and will not be evaluated on price and specific goals. Unclear, vague, fragmented or incomplete information provided will result in no points being allocated.
- (b) The Municipality reserves the right to request any documentation required to perform a meaningful functionality pre-evaluation. Bidders must therefore ensure that only relevant information is submitted. Please note that all feedback requested is time barred and SCM Evaluation team will not award any points for late submission and/or lack of response.
- (c) The following criteria will be used to calculate points for the functionality of tenders and bidders should ensure that they submit all information in order to be pre-evaluated on the criteria mentioned below:

| ITEMS | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                             | COMPLY Y/N |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1     | The provision of a Back Office Administrative System must be provided as a comprehensive web-based solution for the Municipality.                                                                                                                                                                                                                                                                                       |            |
| 2     | The Contravention Management System (CMS) must provide an interface facility which has to accommodate the uploading of camera images and offence details from any camera technology. (future reference)                                                                                                                                                                                                                 |            |
| 3     | Traffic, By-laws offences and AARTO related infringements must be managed via Municipal approved interfaces on eNaTis.                                                                                                                                                                                                                                                                                                  |            |
| 4     | The system must be unlimited users' system.                                                                                                                                                                                                                                                                                                                                                                             |            |
| 5     | All data communications between servers and workstations must always be available and accessible (24/7) from within the Municipal network infrastructure in order to facilitate process i.e. Cashier, enquiries, case results, MIS (Management Information Systems). The system must also be accessible from anywhere outside the Municipal environment i.e. 3G cellular data networks, or Wi-Fi where applicable, etc. |            |
| 6     | The system must be web-based and operate on Internet Explorer 10.1.3 or above. Users must be able to interface to the system via a web site, which must be hosted in the Municipal server environment.                                                                                                                                                                                                                  |            |
| 7     | The system must always be accessible from any computer within the Municipal network, via Internet Explorer 10.1.3 and above.                                                                                                                                                                                                                                                                                            |            |
| 8     | The system must allow a full capture screen for section 56, section 341 and bylaws forms and eNaTIS queries.                                                                                                                                                                                                                                                                                                            |            |
| 10    | The system must allow for scanning of a document and capturing the documents on a side by side screen.                                                                                                                                                                                                                                                                                                                  |            |
| 11    | The system must provide court rolls, with automatically generated Case Numbers in sequence, with Municipal request prefix and suffix surrounding the case number.                                                                                                                                                                                                                                                       |            |
| 12    | The system court roll must automatically generate a case results register, and a user must be able to capture case results as per the order of the court roll.                                                                                                                                                                                                                                                          |            |
| 13    | System must be able to interface to eNatis and/or alternative databases to obtain offender full name, surname, and ID Number and address details.                                                                                                                                                                                                                                                                       |            |
| 14    | The System must provide for the capturing of handwritten contravention notices including audit trails.                                                                                                                                                                                                                                                                                                                  |            |
| 15    | The System must provide for capturing of camera images, the processing and printing thereof, uploading of all camera offence details, (future purpose)                                                                                                                                                                                                                                                                  |            |
| 16    | The System must be able to generate and print summonses in terms of Section 54 of the Criminal Procedure Act 51 of 1977 on a daily basis.                                                                                                                                                                                                                                                                               |            |
| 17    | The system must provide the allocation of summonses/warrants to peace officer and provide information of progress and summons server management.                                                                                                                                                                                                                                                                        |            |
| 18    | The system must provide for the capturing, verification and adjudication of camera offences prior to the processing thereof. (future purpose).                                                                                                                                                                                                                                                                          |            |
| 19    | The system must allow for the payments' clerk to capture a section 56, from a walk in offender, if the section 56 is not already in the system.                                                                                                                                                                                                                                                                         |            |
| 20    | The system must be able to generate representation letters.                                                                                                                                                                                                                                                                                                                                                             |            |

|    |                                                                                                                                                                           |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 21 | The system must allow the payments clerk to show the offender the camera image of the offence in the system in full screen. (future purpose)                              |  |
| 22 | The system must be able to print a detailed report for the offender, which must show the offence details, representation details, court details and warrant details       |  |
| 23 | The system must be able to print Warrant Of Arrest (WOA) and Summons documents on carbon                                                                                  |  |
| 24 | The system must be able to print the offender's receipts on a laser printer                                                                                               |  |
| 25 | The system must allow for By-Laws payments                                                                                                                                |  |
| 26 | The system must be able to provide the following type of reports                                                                                                          |  |
|    | • Daily, Weekly, Monthly, Quarterly Cashiers Report                                                                                                                       |  |
|    | • Daily, Weekly, Monthly, Quarterly Payments Report                                                                                                                       |  |
|    | • Daily, Weekly, Monthly, Quarterly Successful Images Processed Report                                                                                                    |  |
|    | • Daily, Weekly, Monthly, Quarterly Unsuccessful Image Processed Report                                                                                                   |  |
|    | • Daily, Weekly, Monthly, Quarterly Captures Report                                                                                                                       |  |
|    | • Daily, Weekly, Monthly, Quarterly Cancelled, reduced tickets Report                                                                                                     |  |
|    | • Daily, Weekly, Monthly, Quarterly Cancelled Payments Report                                                                                                             |  |
|    | • Daily, Weekly, Monthly, Quarterly Officers Issued Tickets Report                                                                                                        |  |
|    | • Daily, Weekly, Monthly, Quarterly Financial Summary Report                                                                                                              |  |
|    | • Daily, Weekly, Monthly, Quarterly impounded vehicles Report                                                                                                             |  |
|    | • Daily, Weekly, Monthly, Quarterly Representation                                                                                                                        |  |
|    | • Daily, Weekly, Monthly, Quarterly WOA Register                                                                                                                          |  |
|    | • Daily, Weekly, Monthly, Quarterly Spot Fine Register                                                                                                                    |  |
|    | • Daily, Weekly, Monthly, Quarterly AG Register                                                                                                                           |  |
| 28 | The system must provide book registration                                                                                                                                 |  |
| 29 | The system must be able to register all Section 56, Section 341 and Administrative notice books                                                                           |  |
| 30 | The System must be able to allocate Section 56 and Section 341 books to an officer                                                                                        |  |
| 31 | The system must show what books an officer has on a report                                                                                                                |  |
| 32 | The system must show book that are outstanding before an officer is allocated a new book                                                                                  |  |
| 33 | The system must show tickets that are outstanding before an officer is allocated a new book and must refuse to issue a new book if there are outstanding book and tickets |  |
| 34 | The system must be able to capture accident reports (future purpose)                                                                                                      |  |
| 35 | The system must provide accident reports reporting (future purpose)                                                                                                       |  |
| 36 | The system must be able to capture discounted notices                                                                                                                     |  |
| 37 | The system must be able to email details of the offence as shown in the system to the offender                                                                            |  |
| 38 | The system must automatically update ANPR roving patrol vehicle with data before, during and end of operations                                                            |  |
| 39 | Capturing, verification and adjudication of cameras offence details before processing it                                                                                  |  |
| 40 | Printing of notices for camera offences in terms Section 341 of the Criminal Procedure Act 51 of 1977 (future purpose)                                                    |  |
| 41 | Generating and printing of summonses and in terms of Section 54 of the Criminal Procedure Act 51 of 1977 as well as allocation of summonses and server management         |  |
| 42 | Online cashier facilities and interface for verified payments with electronic payment service providers as per MFMA and auditor guidelines provided by the Municipality   |  |

|    |                                                                                                                                                                                                                                                              |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 43 | Recording and finalization of representation (not including decision making)                                                                                                                                                                                 |  |
| 44 | Administration of court related documentation e.g. <ul style="list-style-type: none"> <li>– Criminal case register</li> <li>– Admission of guilt and spot fine register</li> <li>– Warrant of arrest and related registers</li> <li>– Court rules</li> </ul> |  |
| 45 | The Municipality must be able to generate customised management reports and graphs on an as and when required basis for perusal.                                                                                                                             |  |
| 46 | All reports must be available for electronic enquiry to the Municipality                                                                                                                                                                                     |  |
| 47 | Service level agreement for user support helpdesk, training, support system maintenance and new releases                                                                                                                                                     |  |
| 48 | Tracking and tracing of offenders and call centre support functionality and where it is situated                                                                                                                                                             |  |
| 49 | Provide software for enquiry and viewing purposes                                                                                                                                                                                                            |  |
| 50 | Cost must be inclusive of VAT                                                                                                                                                                                                                                |  |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 51 | <p>It is required that a fully functional back-office is set-up and managed. The back-office must also include inter alia the following:</p> <ul style="list-style-type: none"> <li>• Helpdesk facilities</li> <li>• Administrative processes</li> <li>• Capturing traffic offences</li> <li>• Preparing documentation for court use</li> <li>• staff and officials</li> <li>• Traffic contravention system</li> <li>• Statistical reporting</li> <li>• Capturing of locations, charge codes, charge sheets, officer details, etc.</li> <li>• An eNATIS interface for the downloading of the registered owner's details of offending vehicles</li> <li>• Changing of offenders' details</li> <li>• Purchasing of all the required forms, i.e.:</li> </ul> <p>Section 341 camera mailers.<br/> Notice before summonses.<br/> All the sizes console paper that are needed.<br/> Section 54 summonses.<br/> Representation letters.<br/> Warrant of arrest letters.<br/> Warrants of arrest.<br/> Receipts</p> <p>On-sight printing of all documentation, i.e.:<br/> Section 341 notices (camera mailers). (future purpose)<br/> Notice before summonses.<br/> Control documents (section 54 notices).<br/> All court registers (section 54 and 56 notices).<br/> All warrants of arrest registers (section 54 and 56 notices).<br/> Section 54 notices.</p> <ul style="list-style-type: none"> <li>▪ Representation letters.</li> <li>▪ Warrants of arrest letters.</li> <li>▪ Record of habitual offenders as well as taxi offences.</li> </ul> |  |
| 52 | <p>To make sure that the traffic fine system provides for the functionality to seamlessly integrate with the municipal core financial system, as per MSCOA requirements. The traffic fine system provider should, at its own cost, liaise with the municipal core financial system provider, to enable this integration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

## 2. Additional condition

- (i) The bidder must have the ability to provide the service without sub-contracting any of the services.
- (ii) The successful bidder must be able to supply expert evidence for court representation for the camera. (future purpose)
- (iii) The bidder will provide to Umzimvubu Municipality staff in order to carry out administration functions.
- (iv) The Service Provider will have to prove to the satisfaction of the Municipality that its systems and infrastructure have the capacity to process at least the Municipality's current offence volumes within levels of response times, processing speeds, reliability and accuracy that is acceptable to the Municipality, with sufficient spare capacity in reserve to cope with increased volumes. The system must be Windows-based.

- (v) The Service Provider will be expected to process all new cases taken from the commencement date of the contract. Municipality will require the appointed service provider to migrate any remaining cases from the previous service provider system onto the new traffic contravention system, where possible. This must be done in such a manner that there is minimal disruption in the processing life cycles of existing fines or loss of cases.
- (vi) All information in the database remains the property of the Municipality.
- (vii) The bidder will have the responsibility to do regular back-ups and to protect the database.

### 3. Deliverables

- 3.1 The system utilized by the Service Provider must be able to effectively control and recover outstanding fines.
- 3.2 It must be able to generate all the necessary management reports; both current as well as historic information must be available.
- 3.3 It must be user friendly and uncomplicated.
- 3.4 An electronic payment system (internet payment) should be available for recovering outstanding traffic fines.
- 3.5 The system must also cater for other payment options e.g. postal orders, cheques etc.
- 3.6 The system must be able to effect payments directly from the offender into the Municipality's bank account.
- 3.7 The Service Provider must be able to handle matters handed over for the legal process (341's, summonses and WOA).
- 3.8 It must cater for all traffic collection functions e.g.
  - SMS warnings
  - Call centre contact
  - Query attendance
  - Arrangements
  - Summonses
  - Warrants of Arrest
  - Managements reports

### 4. Financial Condition

- 4.1. Submission of financial data in support of GRAP 23 and 1GRAP1 standards.
- 4.2 System fully integrates and/or interfaces with the Municipality's financial system and third-party payments agents.
- 4.3 Continuous availability of current and historical financial data.
- 4.4 Adequate system flexibility to permit customised financial reports requested by the Municipality.
- 4.5 Daily transfer of payments to the Municipality's bank account, with clearly defined reference numbers.
- 4.6 Daily, weekly, monthly, annually financial transaction reports submitted to the Municipality for reconciliation, reporting and budgeting purposes.
- 4.7 System data frequently and appropriately backed-up.

---

5. Additional Information

- A. Are you an accredited, certified systems implementer? Yes / No
- B. Describe the extent to which any other software vendor/s will participate in this bid.

C. Provide a high-level description of your client base with similar implementations, re-maintenance and support.

- Number of customers
- Geographic distribution of customers
- Systems implementers experience with proposed solution

D. Experience in organizations with a similar profile to the Umzimbubu Local Municipality Government or Utilities or Local Government

E Other relevant experience in associated or related industry sectors.



## 6. Data migration and transitional issues

The system shall:

- A. Be able to take responsibility for all new fines issued from date of commencement of contract.
- B. Be able where possible, migrate any un-finalized cases remaining in the current spreadsheet or traffic notices management system 6 months after the contract commencement date onto the new traffic contravention system in such a manner that there is minimal disruption in the processing life-cycles of existing fines or loss of cases.
- C. Be prepared to commence as soon as the contract is awarded, so as to minimize disruption of services at the date of commencement of the contract. This shall include setting up of hardware, software systems, of staff, delivery and setting up of the systems, preparing for data migration and any other preparatory work that can practically be performed before the commencement date.
- D. Submit, in this tender, a firm proposal and commitment to the Municipality on transitional arrangements at the end of the contract period in the eventuality that a different service provider is appointed by the Local Authority for a further contract period. The proposal should cover in particular the following:
  - (i) Continued use of the contractor system by the new service provider.
  - (ii) Costs involved for continued use of the contractor system.
  - (iii) and on-going support for the new service provider in the use of the contractor system.
- (iv) Licensing of the contractor system software to the new service provider.
  - (v) Arrangements for the possible transfer or leasing of hardware associated with the contractor system to the new service provider.
  - (vi) Arrangements for the possible transfer or leasing of any other infrastructure, equipment, assets, stock, documentation, consumables, etc. to the new service provider.
  - (vii) Any other arrangements that could facilitate the smooth transition of operations to a new service provider with minimal disruption to the Municipality.

**NB:** The successful service provider shall know, should Administrative Adjudication of Road Traffic Offences Act (AARTO) kickstart in Umzimvubu Local Municipality within the period of the contract, the contract for *“SUPPLY, DELIVERY, INSTALLATION, TRAINING, SUPPORT AND MAINTAIN A TRAFFIC NOTICES CONTRAVENTION AND AUTOMATIC NUMBER PLATE RECOGNITION (ANPR) SYSTEM* shall end in six (6) months period thereafter.

**SPECIAL CONDITIONS OF BID**

- The Contract will be a once off contract.
- There will be no briefing.
- Bidders to include previous experience in their proposals.

| ITEM               | QUALIFYING CRITERIA                                                                                                                                                                                           | POINTS    | WEIGHTS |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------|
| Company Experience | Three (3) traceable signed references or more from clients for the supply, delivery, installation, support and maintain a traffic notices contravention and automatic number plate recognition (ANPR) system. | 50 points | 50      |
|                    | Two (2) traceable signed references from clients for the supply, delivery, installation, support and maintain a traffic notices contravention and automatic number plate recognition (ANPR) system.           | 30 points |         |
| Financial Capacity | Proof of funds to execute the contract (a letter of an active credit facility from financing institution: credit worthy) not older than 3 months.                                                             | 30 Points | 30      |
| Methodology        | How the project will be implemented? Time frames must be clearly indicated.                                                                                                                                   |           | 20      |
|                    | (a) Gantt Chart with specific dates and time of delivering within one week.                                                                                                                                   | 20 Points |         |
|                    | (b) Gantt Chart with specific dates and time of delivering within two weeks                                                                                                                                   | 5 Points  |         |

**Preference points systems**

Only those qualifying Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 will be used for price (VAT inclusive) and the 20 for points awarded for specific goals.

**AGREEMENTS AND CONTRACT DATA**  
**FORM OF OFFER AND ACCEPTANCE**

**A. OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

Bid  
Description.....

.....  
Bid  
number.....

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the SERVICE PROVIDER under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**The offered total of the prices inclusive of Value Added Tax is:**

Amount in Words.....

.....

**R.....** (in figures)

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

**Signature:** (of person authorised to sign the tender): .....

**Name:** (of signatory in capitals): .....

**Capacity:** (of Signatory): .....

**Name of Tenderer:** (organisation): .....

Address: .....

.....

Telephone number/Cell: ..... Email Address: .....

**Witness:**

**Signature:** .....

**Name:** (in capitals): .....

**Date:** .....

**[Failure of a Tenderer to sign this form will invalidate the tender]**

## B. ACCEPTANCE

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the SERVICE PROVIDER the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

- Part 1 Agreements and Contract Data (which includes this Agreement)
- Part 2 Pricing Data, including the Schedule of Quantities
- Part 3 Scope of Work
- Part 4 Site Information

and the schedules, forms, drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

The Tenderer shall deliver the Guarantee in terms of Clause 7 of the General Conditions of Contract 2015 within the period stated in the Contract Data, and he shall, immediately after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any other bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data, within 14 days of the date on which this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now SERVICE PROVIDER) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

**Signature:** .....

**Name: (in capitals)** .....

**Capacity:** .....

**Name of Employer (organisation)** .....

**Address:** .....

.....

**Witness: Signature:** ..... **Name:** .....

**Date:** .....

**THEREFORE** the parties agree as follows:

1. The SERVICE PROVIDER undertakes to acquaint the appropriate officials and employees of the SERVICE PROVIDER with all relevant provisions of the ACT and the regulations promulgated in terms thereof.
2. The SERVICE PROVIDER undertakes to fully comply with all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations: Provided that should the EMPLOYER have prescribed certain arrangements and procedures that same shall be observed and adhered to by the SERVICE PROVIDER, his officials and employees. The SERVICE PROVIDER shall bear the onus of acquainting himself/herself/itself with such arrangements and procedures.
3. The SERVICE PROVIDER hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedures, if any, imposed by the ACT and Regulations, and the SERVICE PROVIDER expressly absolves the EMPLOYER from being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedures in respect of the work included in the contract.
4. The SERVICE PROVIDER agrees that any duly authorised officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the SERVICE PROVIDER has complied with his undertakings as more fully set out in paragraphs 1 and 2 above, which steps may include, but shall not be limited to, the right to inspect any appropriate site or premises occupied by the SERVICE PROVIDER, or to take such steps the EMPLOYER may deem necessary to remedy the default of the SERVICE PROVIDER at the cost of the SERVICE PROVIDER.
5. The SERVICE PROVIDER shall be obliged to report forthwith to the EMPLOYER any investigation, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge.

Thus signed at..... for and on behalf of the **SERVICE PROVIDER**

on this the ..... day of ..... 20.....

SIGNATURE: .....

NAME AND SURNAME: .....

CAPACITY: .....

WITNESSES: 1. ....

2. ....

Thus signed at ..... for and on behalf of the **EMPLOYER**

on this the ..... day of .....20.....

SIGNATURE: .....

NAME AND SURNAME: .....

CAPACITY: .....

WITNESSES: 1. ....

2. ....

---

**Part 3 – SCHEDULE A**  
**Bid Form and Important Conditions**

---

- 1 I/We hereby Bid to supply all of the supplies and/or to render all or any of the services described in the attached documents to the Umzimvubu Local Municipality on the items and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
- 2 I/We agree that:
  - (a) the offer herein shall remain binding upon me/us and open for acceptance by the Bid Adjudication Committee during the validity period indicated and calculated from the closing time of the Bid;
  - (b) this Bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of contract and Preference Certificate with which I am/we are fully acquainted;
  - (c) if I/we withdraw my/our Bid within the period for which I/we have agreed that the Bid should remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Umzimvubu LM may without prejudice to its other rights, agree to the withdrawal of my/or Bid or cancel the contract that may have been entered into between me/us and the Umzimvubu LM and I/we will then pay to the Umzimvubu LM any additional expense incurred either to accept any less favourable Bid or fresh Bidders have to be invited, the additional expenditure incurred by the invitation of fresh Bid and by the subsequent acceptance of any less favourable Bid, the Umzimvubu LM shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other Bid or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other Bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the Umzimvubu LM may sustain by reason of my/our default;
  - (d) The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose Domicilium citandi et executandi in the Republic (full address).
- 3 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 4 I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
- 5 I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
- 6 I/We declare that I/we have participation / no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or Bid (s) involved.  
.....  
.....  
.....

7 Are you duly authorized to sign the Bid?

YES / NO

8 Has the Declaration of Interest been duly completed and included with the other Bid forms?

YES / NO

***\*Delete whichever is not applicable***

SIGNATURE (S) OF BIDDER OR ASSIGNEE(S) .....

DATE:.....

Please complete the following in block letters

Capacity and particulars of the authority

under which this Bid is signed

.....

Name of Bidder

.....

Postal Address

.....

Telephone number(s)

.....

Facsimile number(s)

.....

Bid Number

.....

Name of contact person

.....

## SEE NEXT IMPORTANT CONDITIONS

### IMPORTANT CONDITIONS

1. Failure on the part of the Bidder to sign this Bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the Bid.
2. Bids should be submitted on the official forms and should not be qualified by the Bidder's own conditions of Bid. Failures to comply with these requirements or to renounce specifically the Bidders own conditions of Bid, when called upon to do so may invalidate the Bid.
3. If any of the conditions on this Bid form are in conflict with any special conditions, stipulations or provisions incorporated in the Bid, such special conditions, stipulations or provisions shall apply.
4. This Bid is subject to the Bid Adjudication Committee regulations made in terms of section 9 (1) of the Provincial Bid Board Act, 1994 (Act No. 2 of 1994), and the General Conditions and Procedures and subsequent amendments thereto and re-issues thereof.
5. Copies of the regulations and conditions are obtainable from Umzimvubu Local Municipality Office of the Manager SCM, Budget and Treasury Office,

### **MISCELLANEOUS REQUIREMENTS**

1. The Bid forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire or in a separate annexure.
2. The forms attached, shall be completed and submitted with the Bid.
3. Where items are specified in detail, the specifications form an integral part of the Bid document and Bids shall indicate in the space provided whether the items offered are to specification or not
4. With the exception of basic prices, where required, all prices shall be quoted in South African currency.

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## PART 4 – SCHEDULE B - Preference Points Claim Form

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**MBD 6.1**

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

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

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

---

#### **1. GENERAL CONDITIONS**

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

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

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

a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:**80/20**  
or **90/10**

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

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.

**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)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 100% Black Owned                                            |                                                                                      | 10                                                                                   |                                                                              |                                                                              |
| More that 50% Female ownership                              |                                                                                      | 5                                                                                    |                                                                              |                                                                              |
| Disabled individuals                                        |                                                                                      | 5                                                                                    |                                                                              |                                                                              |

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |
|                                    | ..... |

---

**PART 5 – SCHEDULE C - PRICING SCHEDULE**

**FIRM PRICES (PURCHASES) (MBD 3.1)**

Name of Bidder: .....Bid Number: **UMZ/2024-25/C&CS/PS/001:**

Closing Time: 12:00 (NOON)

Closing Date: 05 November 2024

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

---

**1. PRICING**

The tenderer must make provision for all activities necessary for the execution of the service as set out in the Scope of Services hereof. Activity Schedule for Task Based Fees.

| <b>Project Name</b>                                                                                                                                                             | <b>Total Bid Price (Including VAT)<br/>for the duration of the contract</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>SUPPLY, DELIVERY, INSTALLATION, SUPPORT AND MAINTAIN A TRAFFIC NOTICES CONTRAVENTION AND AUTOMATIC NUMBER PLATE RECOGNITION (ANPR) SYSTEM FOR A PERIOD OF TWO (2) YEARS.</b> |                                                                             |

I, the undersigned, do hereby declare that the above is a properly priced schedule forming part of this contract document upon which my/our tender for Bid No. **UMZ/2024-25/C&CS/PS/001: SUPPLY, DELIVERY, INSTALLATION, SUPPORT AND MAINTAIN A TRAFFIC NOTICES CONTRAVENTION AND AUTOMATIC NUMBER PLATE RECOGNITION (ANPR) SYSTEM FOR A PERIOD OF TWO (2) YEARS** has been based.

**SIGNED ON BEHALF OF THE TENDERER:** .....

---

---

**Part 6 – SCHEDULE D - Particulars of Business**

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**PARTNERSHIP/JOINT VENTURE/CLOSED CORPORATION/COMPANY/SOLE PROPRIETOR**

Business Name: \_\_\_\_\_

Trading Name: \_\_\_\_\_

SIRA Reg. No.: \_\_\_\_\_

CK 1. No.: \_\_\_\_\_

CK 2. No.: \_\_\_\_\_

VAT Reg. No.: \_\_\_\_\_

UIF No.: \_\_\_\_\_

Workman's Compensation No. : \_\_\_\_\_

**Directorship**

| <b>Name</b> | <b>Identity No.</b> | <b>Gender</b> | <b>% Ownership</b> |
|-------------|---------------------|---------------|--------------------|
|             |                     |               |                    |
|             |                     |               |                    |
|             |                     |               |                    |
|             |                     |               |                    |
|             |                     |               |                    |

Company's Fixed telephone Line : \_\_\_\_\_

Company's Fixed Fax Line : \_\_\_\_\_

Mobile phone : \_\_\_\_\_

Street Addresses of the registered offices

Head Office: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-Mail : \_\_\_\_\_

Branches

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

Postal Address of the Head Office

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....  
SIGNATURE OF (ON BEHALF OF) BIDER

.....  
NAME IN CAPITALS

In the presence of:

1. ....

2. ....

\_\_\_\_\_

---

## PART 7 - SCHEDULE E - Declaration of Interest (MBD4)

---

1. No Bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to Bid. In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the Bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.**
  - 3.1. Full Name of Bidder or his or her representative: .....
  - 3.2. Identity Number: .....
  - 3.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
  - 3.4. Company Registration Number: .....
  - 3.5. Tax Reference Number: .....
  - 3.6. VAT Registration Number: .....
  - 3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8. Are you presently in the service of the state? **YES / NO**
    - 3.8.1. If yes, furnish particulars. ....  
.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

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

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

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

- 3.9.1 If yes, furnish particulars.....
- 3.10 Do you have any relationship (family, friend, other) with persons  
in the service of the state and who may be involved with  
the evaluation and or adjudication of this Bid? ..... **YES / NO**
- 3.10.1 If yes, furnish particulars.....
- 3.11 Are you, aware of any relationship (family, friend, other) between  
any other Bidder and any persons in the service of the state who  
may be involved with the evaluation and or adjudication of this Bid? ..... **YES / NO**
- 3.11.1 If yes, furnish particulars .....
- 3.12 Are any of the company's directors, trustees, managers,  
principle shareholders or stakeholders in service of the state? ..... **YES / NO**
- 3.12.1 If yes, furnish particulars.....
- 3.13 Are any spouse, child or parent of the company's directors trustees, managers,  
principle shareholders or stakeholders  
in service of the state? ..... **YES / NO**
- 3.13.1 If yes, furnish particulars.....  
.....
- 3.14 Do you or any of the directors, trustees, managers,  
principle shareholders, or stakeholders of this company  
have any interest in any other related companies or  
business whether or not they are Bid for this contract. ..... **YES / NO**
- 3.14.1 If yes, furnish particulars.....
-

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

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

**CERTIFICATION OF CORRECTNESS**

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE

Signature.....

Date.....

.....

.....

Position

Name of Bidder

---

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

|             |                                                                                                                                                                                                                                        |                                 |                                |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.2.1       | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |
| 4.3         | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?                                                 | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1       | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |
| <b>Item</b> | <b>Question</b>                                                                                                                                                                                                                        | <b>Yes</b>                      | <b>No</b>                      |
| 4.4         | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1       | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |
| 4.5         | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                         | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1       | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |

### CERTIFICATION

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

---

## SCHEDULE J

### CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

---

1. This Municipal Bid Document (MBD) must form part of all Bids<sup>1</sup> 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 Bid (or Bid rigging).<sup>2</sup> Collusive Bid is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the Bid of any Bidder if that Bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the Bid process or the execution of the contract.
1. 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.
2. 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 Bid) 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 Bid process. Bid rigging is, therefore, an agreement between competitors not to compete

---

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of \_\_\_\_\_ that:

(Name of Bidder)

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

- (e) the submission of a Bid which does not meet the specifications and conditions of the Bid; or
- (f) Bid 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.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

---

**SCHEDULE L - Form of Bid and Declaration**

---

**BID NO: UMZ/2024-25/C&CS/PS/001: SUPPLY, DELIVERY, INSTALLATION, SUPPORT AND MAINTAIN A TRAFFIC NOTICES CONTRAVENTION AND AUTOMATIC NUMBER PLATE RECOGNITION (ANPR) SYSTEM FOR A PERIOD OF TWO (2) YEARS**

**DECLARATION:**

To:      *The Municipal Manager*

**Umzimvubu Local Municipality**  
**Dabula Street**  
**Mount Frere**  
**5090**

*Sir/Madam,*

*I/We, the undersigned:*

- a) Bid to supply and delivery to the Umzimvubu Local Municipality all of the services described both in this and the other forms and schedules to this Bid.*
- b) Agree that we will be bound by the specifications, prices, terms, conditions and proposals stipulated in the schedules attached to this Bid document, regarding delivery and execution.*
- c) Further agree to be bound by the conditions, set out in Bid document, should this Bid be accepted.*
- d) Confirm that this Bid may only be accepted by the **Umzimvubu Local Municipality** by way of a duly authorized Letter of Acceptance.*
- e) Declare that we are fully acquainted with the schedules and the contents thereof and that we have signed the schedules, attached hereto.*
- f) Declare that, each page of the Bid document and amendments thereto will be initialled by the relevant authorized person in order for the document to constitute a proper contract between the **Umzimvubu Local Municipality** and the undersigned, on acceptance of the Bid by the **Umzimvubu Local Municipality**.*

Signed at ..... on this ..... day of .....20....

Signature of Bidder.....:

Name of Bidder .....:

*Domicilium address:*

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

*As witnesses:*

1. Signature.....Name in Full.....

I.D. No.....

2. Signature.....Name in full.....

I.D. No.....

*Where the Bidder is a Company, Corporation or Firm a duly authorised resolution must accompany the Bid.*

**PLEASE NOTE:**

- *Each page of the Bid document and schedules thereto must be initialled by the relevant authorised person in order for the document to constitute a proper contract between the municipality and the Bidder.*
- *On acceptance of the Bid by the municipality, the forms and schedules attached hereto shall be deemed to be the Conditions of Contract between the parties.*

---

***SCHEDULE M - General Conditions of Contract***

---

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

## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

### **THE NATIONAL TREASURY: Republic of South Africa**

#### **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 Bid 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.
-

## GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

### THE NATIONAL TREASURY: Republic of South Africa

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the to, acts of the purchaser in its sovereign capacity, wars or evolutions, 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.
  - 1.16 "Imported content" means that portion of the Bid 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 sub SERVICE PROVIDERS) 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 Bid 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 Bid 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 that functional services ancillary to the **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa** 5 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.
  - 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 Bid 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 Bid documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a Bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to Bid are usually published in locally distributed news media and on the municipality/municipal entity website.

## **4. Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the Bid 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 **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa 6** extends only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 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 Bid 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. **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa 7**
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## 8. Inspections, tests and analyses

- 8.1 All pre-Bid testing will be for the account of the Bidder.
- 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 SERVICE PROVIDER'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 Bid 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 **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa** 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.
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## **10. Delivery and documents**

- 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: **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa** 9 (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.

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## **15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 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 fulfilment of other obligations stipulated in the contract. **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa 10**
- 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**

- 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 SERVICE PROVIDER may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the SERVICE PROVIDER may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.
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## **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 this 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 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 subSERVICE PROVIDER(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, it's 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. **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa 11**
- 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, 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.
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## **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 judgement 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. **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa**

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;

(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.

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- 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 Bid 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 **THE NATIONAL TREASURY: Republic of South Africa**

## **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**

- 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

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is given to the other party. **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT  
THE NATIONAL TREASURY: Republic of South Africa**

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, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(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**

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. **GOVERNMENT PROCUREMENT: GENERAL  
CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa**

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- 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 SERVICE PROVIDER 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**

- 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 SERVICE PROVIDER(s) was / were involved in collusive Bid.
- 35.2 If a Bidder(s) or SERVICE PROVIDER(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 SERVICE PROVIDER(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 SERVICE PROVIDER(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 SERVICE PROVIDER(s) concerned.
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**SCHEDULE N- Bid Check List**

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Umzimvubu Local Municipality Individual bid documents will have the typical bid check list as an attachment. This list is to assist all bidders to submit complete bids.

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

| ITEM | DESCRIPTION OF DOCUMENT                                                       | CHECK (Tick) |    |
|------|-------------------------------------------------------------------------------|--------------|----|
|      |                                                                               | YES          | NO |
| 1.   | All pages of the bid document have been read and initialled by the bidder     |              |    |
| 2.   | All pages requiring information have been completed in black ink              |              |    |
| 3.   | The Pricing Schedule has been checked for arithmetic correctness              |              |    |
| 4.   | All sections requiring information have been completed                        |              |    |
| 5.   | SARS PIN                                                                      |              |    |
| 6.   | Municipal billing clearance certificate (with the list of Municipal Accounts) |              |    |
| 7.   | Company registration / CK document (certified copy)                           |              |    |
| 8.   | Certified ID Copies (not more than 3 months old)                              |              |    |
| 9.   | Signed bank rating letter                                                     |              |    |
| 10.  | Letters from previous clients                                                 |              |    |

**KINDLY NOTE THAT FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION WITH THE PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.**

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