

UMKHANYAKUDE DISTRICT MUNICIPALITY



TENDER NO. SCMU 024/2023/2024

APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR MAINTENANCE, LICENSING AND SYSTEM SUPPORT FOR THE FOLLOWING ALREADY IN-USE SYSTEMS - SAGE EVOLUTION (SAGE 300), HUMAN RESOURCES AND PAYROLL SYSTEM IN LINE WITH NATIONAL TREASURY REQUIREMENTS FOR A PERIOD OF 36 MONTHS.

JUNE 2024

Name of Tenderer: _____

PREPARED AND ISSUED BY:

UMKHANYAKUDE DISTRICT MUNICIPALITY
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APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR MAINTENANCE, LICENSING AND SYSTEM SUPPORT FOR THE FOLLOWING ALREADY IN-USE SYSTEMS - SAGE EVOLUTION (SAGE 300), HUMAN RESOURCES AND PAYROLL SYSTEM IN LINE WITH NATIONAL TREASURY REQUIREMENTS) FOR A PERIOD OF 36 MONTHS.

The uMkhanyakude District Municipality seeks to appoint an experienced suitable service provider for maintenance, licensing and system support for the following already in-use systems - sage evolution (sage 300), human resources and payroll system in line with national treasury requirements) for a period of 36 months.

All service providers intending to submit a tender are required to register for inclusion on the District's Service Provider Database. Forms are obtainable from the District's Supply Chain Management Office and municipal website (www.ukdm.gov.za). Tender documents can be downloaded from the National Treasury website: etenders@gov.za.

Tender submissions must be properly bound and placed in the tender box situated at the main office entrance of the **uMkhanyakude District Municipality, Harlingen No:13433, Kingfisher Road, Mkuze, 3965, before 12h00 on Monday, 29 July 2024**, in a sealed envelope which is clearly marked with the Tender Number and Tender Description. **Late quotations or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.**

Tenderers shall take note of the following Tender Conditions:

- uMkhanyakude District Municipality procurement policy will apply,
- uMkhanyakude District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 120 days from the closing date for submissions of tenders.
- The Single Envelope System shall apply.
- The 80/20-point system shall apply.

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

Any queries can be directed to Mr. S. Mavundla via email at spham@ukdm.gov.za

Mr. W.M. Nxumalo
MUNICIPAL MANAGER

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1 PART 1: TENDER SPECIFICATIONS / SCOPE OF WORK

1.1 BACKGROUND INFORMATION

Compliance with Specifications:

Tenderers shall submit with their tender a schedule listing clause-by-clause, specific details indicating compliance or non-compliance with the requirements of the Specifications.

2 SECTION A:

2.1 Background

The uMkhanyakude District Municipality currently uses SAGE Evolution (Sage 300), Human Resources and Payroll System.

2.2 Scope

Maintain, License and provide System support for the following already in-use systems: Sage Evolution (Sage 300), Human Resources and Payroll System for the period of 36 months.

2.3 Purpose of the bid

The purpose is to invite qualifying bidders for the maintenance and support for Sage Evolution (Financial Accounting System) and Sage 300 (Payroll management system), the maintenance will also include provision of annual licenses for both systems.

2.4 Generals

- 2.4.1. No tender shall be considered unless accompanied by a full description and technical details of the solution offered. Any special features shall be detailed.
- 2.4.2. Only tenderers who can offer a fully functional system, which can be demonstrated, will be considered.

2.5 Project Specification

2.5.1. The successful Service Provider must have a team that will be dedicated to quickly respond to the queries that will be from time to time logged to the support desk of the Service provider. The team should consist of the following:

- 2.5.1.1. Senior Manager/Director assigned to the project;
- 2.5.1.2. Manager (Technical knowhow in all modules of Sage Evolution and Sage 300)
- 2.5.1.3. Supervisor (Specialising in all modules of Sage Evolution)
- 2.5.1.4. Two Consultants (one for HR module and one for Payroll functions (Sage 300))
- 2.5.1.5. One or more consultants specialising for each Sage Evolution Modules

2.5.2. The above specification can be further demonstrated by bidders through inclusion of list their employees (Organogram) that will handle the project as well as their competencies demonstrated through attached CV and Qualification certificates.

2.5.3. Bidders should also demonstrate how will they ensure that data of the municipality is not lost, in the demonstration the following matters should be addressed:

- 2.5.3.1. Who will make backup
- 2.5.3.2. How many times in a week (frequency).
- 2.5.3.3. Where will it be kept (Storage)
- 2.5.3.4. How will it be accessed during times of need
- 2.5.3.5. Outline the costs that will be involved in safe keeping of backup.
- 2.5.3.6. Frequency of testing back-ups and
- 2.5.3.7. Turn-around time to restore back-ups and minimize do.

2.6 Support Requirements

A prospective service provider is required to provide comprehensive support on the Sage Municipal ERP its integrated 3rd party sub-systems for the period of 36 months. Bidders, where they are unable to provide maintenance support of the 3rd party sub systems themselves, must conclude agreements with the service providers or software vendors for all the 3rd party systems and submit a consolidated bid.

The modules that are currently operational within the municipality and its entity are as follows:

2.6.1.

1. Sage 200 Evolution Core Modules	2. mSCOA Enablement Suite of Modules
<ol style="list-style-type: none"> 1. Accounts Payables 2. Voucher Management 3. Advanced Procurement 4. Contract Management 5. Order Entry 6. Inventory 7. Inventory issue 8. Warehousing 9. Accounts Receivables 10. Municipal Billing 11. Retail Point of Sale 12. Contract Management Premium 13. Fixed Asset Management (AMS360) 14. General Ledger 15. Bank Manager 2 16. GL Segmented Accounts 17. Job Costing 18. Report Writer 19. SDK Connector 20. Sage Intelligence Centre-Standard 21. Sage Intelligence Centre-Advanced 	<ol style="list-style-type: none"> 1. e-Procurement 2. e-Billing 3. mSCOA Municipal Planning & Budget Module (MPBM) 4. mSCOA Performance Management Module (OPMS) 5. mSCOA Performance Management Module (IPMS) 6. mSCOA Grant Management 7. mSCOA Reporting 8. mSCOA Reconciler 9. mSCOA Chart of Accounts 10. mSCOA Cash Management 11. mSCOA Asset Management 12. e-Billing 13. e-Ledger 14. e-Payables 15. Municipal Hub/Customer Portal 16. e-Procurement 17. e-Orders 18. Contract Management 19. mSCOA Workflow Engine
3. Sage 300 Payroll and HR modules	4. 3 rd Party Sub-systems
<ol style="list-style-type: none"> a) Human Resource module b) Payroll Management module c) Employee Self Service (ESS) module d) Payroll Sub Ledger e) Employee Management f) Personnel Management g) Job Profile Management h) Equity Management i) Skills Management j) Performance Management 	<ol style="list-style-type: none"> 1. Debtpack Enterprise 2. CompuPlot CompuGIS/PRISM System 3. Datasmith-CSD integration

FUNCTIONALITY AND POINT SYSTEM

Bids will be evaluated on both functionality and price in accordance with the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement regulations, 2022. The following criteria will be used as the criteria for appointment of the service provider. Bidders who score less than **70 points** will not be considered.

No	CRITERIA	GUIDELINE	POINTS
1.	Experience	<p>List of similar projects currently being undertaken in municipalities (Appointment letter, reference letter and Client Data Strings Status from NT Portal to be submitted)</p> <p>> 5 municipalities — 40 points 4 municipalities — 30 points 3 municipalities — 20 points</p> <p><i>Bidder is only entitled to claim points under one category above</i></p>	40
2.	Expertise	<p>Submit Certified Accreditation Certificates and CVs of Team Members</p> <p>2.1 Project team leader experience</p> <ul style="list-style-type: none"> • +5 years=10 points • 4 years=8 points • 3 years =6 points • 2 years=4 points • 1 Year=2 points <p>2.2 Software Developer</p> <ul style="list-style-type: none"> • +5years=10 points • 4 years=8 points • 3 years =6 points • 2 years=4 points • 1 Year=2 points <p>2.3 Software Engineers</p> <ul style="list-style-type: none"> • +5years=10 points • 4 years=8 points • 3 years =6 points • 2 years=4 points • 1 Year=2 points 	30
3.	Methodology	<p>Bidders must demonstrate how the project will be implemented by:</p> <p>Detailed workplan or project plan (10)</p> <ul style="list-style-type: none"> • Support plan and turnaround time (5) 	15
4	IT Security Management	<p>Quality Management System Certified by:</p> <ul style="list-style-type: none"> • SABS = 5 • ISO 27001 = 10 	15

PRICING SCHEDULE

Expected Service Description	Year 1			Year 2		Year 3		Total for 3 Years (VAT Excl)
	Quantity	Rate	Total Price (VAT Excl)	Rate	Total Price (VAT Excl)	Rate	Total Price (VAT Excl)	
SUPPORT: Sage 200 Evolution ERP, Sage 300 People, mSCOA Enablement Suite of Modules & Sub-Systems Support Services for 3 years	Number of Hours (TBA)							
Sage 200 Evolution	TBA							
Sage 300 People								
mSCOA Enablement Suite of Modules								
E-Procurement	UNLIMITED							
E-BILLING	UNLIMITED							
mSCOA Planning & Budgeting Module (MPBM)	UNLIMITED							
mSCOA Performance Management Module (OPMS)	UNLIMITED							
mSCOA Performance Management Module (IPMS)	UNLIMITED							
mSCOA Grant Management	TBA							
mSCOA Reporting	TBA							
mSCOA Reconciler	TBA							
mSCOA Chart of Accounts	TBA							
mSCOA Cash Management	TBA							
mSCOA Asset Management	TBA							
E-Ledger	TBA							
E-Payable	TBA							
Municipal Hub/Customer Portal	TBA							
E-Orders	TBA							
mSCOA Workflow Engine								

Annual License Fees

3 SECTION B:

3.1 Scope of Project

Estimated number of employees TBA.

Payroll Management modules:
Payroll management functionality
Leave Management functionality
General Ledger Integration functionality
Budget management functionality
Job Costing functionality
mSCOA
System Intelligence Connector
Human Resources Management Modules:
Job Management
Personnel Management
Performance Management
Equity
Skills
Skills Map
People Self Service including Job Requisition & Mobile App

3.2 Payroll Management: Salaries and Benefits

- This module must at least bear minimum be: multi-legislative and multi-frequency, i.e. on the single database various legislations must be catered for, e.g. labour laws and tax laws must be built onto the system, must also be able to cater for multiple pay circles, e.g. weekly, fortnightly, monthly companies can be paid from a single database. This module must have the ability to handle different salary structures, i.e. package, salary plus benefits etc. Allow linking of salary scales to employees in order to automate notch increases in a specific month.
- Must have unlimited payroll definitions to allow capturing of salary details • Must be aligned to Agency's remuneration approach as per conditions of service
- Must display salary information
- Must facilitate salary package breakdown
- Must give full history of salary changes
- Must adequately manage employee benefits
- Accommodate handling of ad-hoc claims, such as S&Ts, acting allowance, travel claims etc.
- Must be able to manage third party payments, such as SARS, Unions, garnishees etc.
- Must allow for ad-hoc payroll run as and when required
- Must allow dummy payroll run
- Must allow different payment methods
- Must have the functionality for payslips and IRP5 to be e-mailed, print or save
- All payroll related data must interface with general ledger
- Overtime management must seamlessly integrate with payroll and general ledger

3.3 Leave Management

- Leave management module must allow configuration of leave function to meet the Agency's policies and procedures. Rules must be built-in in order to monitor leave as specified in the policy or legislation, e.g. taking of leave on Monday and Friday as well as before or after public holiday.
- Each leave type must be clearly defined using designated colours which the Agency will provide to the successful bidder.
- Leave management module must allow for automatic calculation of leave commute and this data must interface with payroll module seamlessly.
- Leave reports must be available to management effortlessly, and various methods must also be made available e.g. e-mail, online, and or self-service
- Leave entitlement must be created as per the conditions of service for each employee.
- History of leave taken and leave balances must be available for each leave type.
- Leave management module must be able to generate leave accrual and liability at the end of 30 June and this data must seamlessly integrate with the general ledger.
- Ability to automatically forfeit leave days in line with legislation.
- Send reminders to employees of leave days that are about to be forfeited, hence this requires accurate alignment with the SALGBC: Conditions of Service and collective agreements.
- The ability to remind employees and supervisors of leave applications made which were authorized prior to employees going on leave through email / sms.
- The system must alert employee via email / sms that leave has been approved and that employee can proceed on leave.
- Ability to alert Human Resources Section as well as supervisor and / or Admin Officers through email on possible abuse of sick leave (this must align to the eight-week period rule).
- The leave system must align with the SALGBC Conditions of Service.
- Costing of loss time due to Away Without Official Leave.

3.4 General ledger and Budgeting

- The budget module must be able to host the municipal approved organogram.
- This module must seamlessly integrate with payroll, leave management and general ledger.
- The budgeting module must allow for pro-rata budgeting in respect of positions vacated during a financial year.
- The budgeting module to allow for pro-rata budgeting in respect of positions to be filled during the year other than at the beginning of the financial year.
- The budgeting module must allow for manual additions of positions that are not on the organogram, e.g. financial interns and other interns' positions.
- The budgeting module must be linked to each cost centre in terms of the mSCOA chart.
- The budgeting module must host the entire mSCOA chart, and must be able to effortlessly update the chart as and when required.
- The budgeting module must integrate with the main financial system in the manner that is just and equitable (Data related risk must be taken into account).

3.5 mSCOA

a) The system must host the mSCOA chart Reporting Requirements

The system must provide:

- Variance reports on payroll transactions as well as any other finance related data like budgets (per Division/ Department/Section/ cost centre etc.) 0 The facility to generate organisation structure charts. Statutory reports (payroll, skills development etc.) The viewing of HR related data in a graphical format
- Standard graphs: age analysis, years of service, head count and salary by grade.
- Extraction of data in a quick format.
- User-friendly reporting tool, drag-and-drop facility

- Various quick reports that can be saved for use at a later stage
- The ability to create drill downs, what-ifs and graphics
- The ability to generate simple as well as complex reports at the click of a button.
- Creation of own reports and include with the standard report menus Payroll administrator can create several standard reports (leave trends, EE etc.) in order to share and view interactive reports and dashboards securely over the Internet. Such reports must be scheduled to be delivered on specific times and to specific recipients as per the report requirement specification document or standard HR practice. (this list is not exhaustive)
- Personnel Management Employment Equity. and Learning and Skills Development
- The system must
- Manage employees and record employee transactions- keep historic information of each employee on file for future reference.
- Keep a complete record of each employee including employee transactions and document attachments such as disciplinary actions, discussions conducted, experience gained, items issued, qualifications obtained, training planned and attended and medical history.
- Enable the Agency to manage employment equity goals and targets throughout all HR processes by defining equity positions, monitoring goals and targets against actual staff movements and appointments, using management reports to manage equity targets, and printing Statutory Equity Reports (EEA2, EEA4 & EEA13) required by the Department of Labour.
- Provide steps in generating Workplace Skills Plan (WSP) and track Attended Training Register (ATR).
- Have ability to generate skills plans for various workplaces, individual companies or a group of companies.
- Be generated per employee or a training schedule must be set up to link multiple employees to a training course using a wizard template to guide the Agency through the process.

3.6 Employee Self Service the System must

- Have a web-based Employee Self Service that offers a range of easy-to-use, time-saving utilities that empowers municipal employees to manage their own HR processes.
- Allow the Agency to free up resources that will allow it to focus on the strategic imperatives of the business instead of mundane administrative issues.
- Enable employees that do not have access to a computer to use the mobile application functionality for most of the features (available on IOS and Android) and **at bear minimum employees should be able to:**
 - i. Apply for leave.
 - ii. Manage their claims.
 - iii. Manage their own personal details like bank accounts and next-of-kin information.
 - iv. View current and previous pay slips and tax certificates as well as printing selected reports.
 - v. Complete performance reviews.
 - vi. Apply for training.
 - vii. Upload qualifications Bidders must complete this table in full, as this CORMS the core functionality of the system and will inform the Service Level Agreement

Mandatory System Requirements	Comply (YIN)	Comments
Ability to handle separate organisational payrolls		
System provides, all legislated payroll reports, and includes updates with the standard's software maintenance agreement		
Ability to restrict access to Payroll/Personnel system to provide secure inquiry		
Ability to perform supplementary payroll processing to support year end processing schedules (ability to perform year end/quarter end adjustments)		
Ability to provide a payment history record for each payment and/or adjustment that the system generates that contains sufficient information to recreate all of the conditions and factors involved in the generation of the payment and adjustments.		
Ability to adjust all accumulated totals that are affected by an adjustments (e.g.; taxes, retirement benefits etc.)		
Ability to change employee position and grade mid —pay cycle		
Ability to perform both payroll and other functions from a single system (database) with automatic update of information in both systems for a single transaction		
Ability to maintain salary information for terminated employees for a user defined time interval		
Ability to run mass updates (e.g. salary increases)		
Employee Set Up and Maintenance		
Ability to integrate with banking systems of major banks in South Africa		
System must provide the ability to safeguard against using duplicate ID numbers		
Deductions and Contributions		
Ability to future date deductions e.g. stop orders, mortgage bonds, insurance policies etc.		
Ability to support or show deductions in arrears		
Ability to provide information relating to all deductions		
Ability to track balance, limit /goal information by deduction		

Ability to generate automatic G/L journal entry for all payroll transactions		
Earnings		
Ability to pay earnings based on flat rate, percentage of salary rate (base pay rate), amount per hour, and fixed amount		
Ability to calculate overtime in accordance with the relevant policy and prescripts		
Ability to automatically calculate and generate retrospective Pay		
Ability to create and calculate dummy payslip		
Ability to create a salary structure for an employee		
Direct deposit		
Ability to enable end user to change the format of the bank file when changes are requested from the bank		
Ability to have multiple financial institutions per employee designated for direct deposit		
Payroll Taxes		
Ability to provide and update tax tables		
Vendor will provide updates to tax tables as changes occur		
Pensions		
Ability to calculate retirement benefits based on salary, years of service and selection of plan options		
Ability to calculate an estimate for retirements benefits based on different plan options		
Ability to support and deduct multiple pension types and calculations		
Reporting Features		
System has pre- processing audit reports		
Ability to view payroll data for SARS and Department of Labour reports		
Ability to generate payroll register		
Ability to create reports showing up to date information		
Ability to generate leave reports		

Ability to generate various deductions reports		
Ability to produce a total compensation report for an employee		
Ability to create and show employment equity report		
Ability to record workplace skills plan and create employees training report		
Employee Self service		
<p>System has an employee service features which includes;</p> <ul style="list-style-type: none"> ✓ Apply for leave Manage their claims Manage their own personal details like bank accounts and next-of-kin information View current and previous payslips and tax certificates as well as printing selected reports Complete performance reviews Apply for training Upload qualifications 		
Ability for an authorised employee to view their leave balances online		
Allow the Agency to free up resources that will allow it to focus on the strategic imperatives of the business		
instead of mundane administrative issues.		
Leave management		
Ability to process leave requests		
Ability to route leave request to manager via email for approval		
Ability to process multiple leave types in accordance with the leave policy		
Ability to calculate and cap leave days based on categories such as years of service, employment status (permanent, temp etc.)		
Ability to store and retrieve up to-date and year to date leave accrued, taken , paid and forfeited		

Ability to calculate leave pay-outs at termination in accordance with the relevant policy and prescripts or government notices/rules		
Ability to determine the rand amount of leave liability		
Ability to generate leave calendar or integrate with outlook		
Grievance and Disciplinary management records		
Ability to maintain a record of grievance and disciplinary matters		
Additional requirements		
Management of the structure of the Agency — posts vacant, budgeted, not funded, levels, etc.		
Ability to pay the notch progression and performance bonus calculating the tax and back pay automatically		
Ability to calculate service bonus or 13th cheque automatically		
Ability to process recurring or non-recurring tax on 13th cheque automatically		
mSCOA		
Supply the general ledger's main budget module with counts of the actual and planned positions (organogram) budgets for the full mSCOA segments as a budget line. The functionality should be able to provide this for both expenditure and balance sheet items.		

4. FUNCTIONALITY

Note: The bidder must score a minimum of 70 points (70%) in order to be considered for further evaluation, however the service provider who scores zero points on methodology will not be considered for further evaluation as integration with the financial system forms an integral part of the system functionality

No	CRITERIA	GUIDELINE	POINTS
1.	Experience	<p>List of similar projects currently being undertaken in municipalities (Appointment letter, reference letter and Client Data Strings Status from NT Portal to be submitted)</p> <p>> 5 municipalities — 40 points 4 municipalities — 30 points 3 municipalities — 20 points</p> <p><i>Bidder is only entitled to claim points under one category above</i></p>	40
2.	Expertise	<p>Submit Certified Accreditation Certificates and CVs of Team Members</p> <p>2.1 Project team leader experience</p> <ul style="list-style-type: none"> • +5 years=10 points • 4 years=8 points • 3 years =6 points • 2 years=4 points • 1 Year=2 points <p>2.2 Software Developer</p> <ul style="list-style-type: none"> • +5years=10 points • 4 years=8 points • 3 years =6 points • 2 years=4 points • 1 Year=2 points <p>2.3 Software Engineers</p> <ul style="list-style-type: none"> • +5years=10 points • 4 years=8 points • 3 years =6 points • 2 years=4 points • 1 Year=2 points 	30
3.	Methodology	<p>Bidders must demonstrate how the project will be implemented by:</p> <ul style="list-style-type: none"> • Detailed workplan or project plan (10) • Support plan and turnaround time (5) 	15
4	IT Security Management	<p>Quality Management System (Certified by SABS,ISO 9001 and ISO 27001 Certificate)</p>	15

Preference Points Schedule

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

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

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

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

Tenderers shall take note of the following Tender Conditions:

uMkhanyakude District Municipality's procurement policy will apply,

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

Tenders submitted are to be valid for a period of 120 days from the closing date for submissions of tenders.

RETURNABLE DOCUMENTATION

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

APPENDIX 1: BASELINE REPORTING

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

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

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

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

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

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

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

PART A

INVITATION TO BID

MBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE UMKHANYAKUDE DISTRICT MUNICIPALITY

BID NUMBER:	SCMU: 024/2023/2024	CLOSING DATE:	29 JULY 2024	CLOSING TIME:	12h00
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DESCRIPTION	APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR MAINTENANCE, LICENSING AND SYSTEM SUPPORT FOR THE FOLLOWING ALREADY IN-USE SYSTEMS – SAGE EVOLUTION, SAGE 300, HUMAN RESOURCE AND PAYROLL SYSTEM IN LINE WITH NATIONAL TREASURY REQUIREMENTS) FOR A PERIOD OF 36 MONTHS
--------------------	--

THE SUCCESSFUL BIDDER WILL BE ISSUED WITH AN APPOINTMENT LETTER

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:
HARLINGEN No:13433, KINGFISHER ROAD, MKUZE, 3965

SUPPLIER INFORMATION

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

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:	TECHNICAL INFORMATION MAY BE DIRECTED TO:
--	--

DEPARTMENT	FINANCE (CFO)	DEPARTMENT	Finance Department
CONTACT PERSON	MR. S. NDABANDABA	CONTACT PERSON	MR. S. MAVUNDLA
E-MAIL ADDRESS	cfo@ukdm.gov.za	E-MAIL ADDRESS	spham@ukdm.gov.za

**PART B
TERMS AND CONDITIONS FOR BIDDING**

BID SUBMISSION:

BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

TAX COMPLIANCE REQUIREMENTS

BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
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.
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.
FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

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

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

MBD 4

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorized representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

3.2 Identity Number:
.....

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

3.4 Company Registration Number:
.....

3.5 Tax Reference Number.....

3.6 VAT Registration Number:
.....

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

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

3.8.1 If yes, furnish particulars.

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

(a) a member of –

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

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

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

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....

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

3.11.1 If yes, furnish particulars

.....

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

3.12.1 If yes, furnish particulars.

.....

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

3.13.1 If yes, furnish particulars.

.....

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

YES / NO

3.14.1 If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

SPECIFIC GOALS

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

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

GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the..... preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a)** Price; and
- (b)** Specific goals.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	
Total points for Price and Specific goals must not exceed	100

- 1.5 Failure on the part of a bidder to submit the required documents to substantiate the points claimed with the bid, will be interpreted to mean that points for specific goals are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals in any manner required by the purchaser.

DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- (b) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

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

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

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

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

Where

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

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

3.2.1 POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmax = Price of highest acceptable bid

POINTS AWARDED FOR SPECIFIC GOALS

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

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

BID DECLARATION

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

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

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

6.1 Specific goals: = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 3.1 and must be substantiated by submitting the required documents.)

DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of company/firm.....

7.2 VAT registration number:.....

7.3 Company registration number:.....

7.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

7.6 COMPANY CLASSIFICATION

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

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

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

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

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

WITNESSES

- 1.
- 2.

.....
SIGNATURE OF
BIDDERS(S)

DATE:

ADDRESS :

.....

.....

.....

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN
MANAGEMENT PRACTICES**

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

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

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

4.3.1	If so, furnish particulars:		
-------	-----------------------------	--	--

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

CERTIFICATION

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

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

.....
Signature **Date**

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

1. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
2. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
 - (a) prices.
 - (b) the geographical area where the product or service will be rendered (market allocation)
 - (c) methods, factors, or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
3. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, and conditions or delivery particulars of the products or services to which this bid invitation relates.
4. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
5. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

.....

Signature

.....

Date

.....

Position of Bidder

.....

Name of Bidder

PROOF OF GOOD STANDING WITH MUNICIPAL ACCOUNTS

The tenderer is to affix to this page either:

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

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

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

Note:

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

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

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

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

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

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

AUTHORITY FOR SIGNATORY

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

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

A. Certificate for Company

I,, chairperson
of the board of

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

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

acting in the capacity of....., being authorised to sign all documents in connection with this tender for Contract No SCMU: 024/2023/2024 and any contract resulting from it on behalf of the company.

As witnesses:

..... Chairman:

..... Date:

B. Certificate for Partnership

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

....., hereby authorize

Mr./Ms....., acting in the capacity of

.....

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

Contract No SCMU: 024/2023/2024 and any contract resulting from it on our behalf.

Name	Address	Signature	Date

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

A. Certificate for Joint Venture

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

....., authorized signatory of the company

....., acting in the capacity of lead partner, to sign all documents in connection with this tender for Contract No. SCMU: 024/2023/2024 and any contract resulting from it on our behalf.

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

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

B. Certificate for Sole Proprietor

I, , hereby confirm that I am

the sole owner of the business trading as

As witnesses:

..... Sole Owner:

.....

Date:

A. Certificate for Close Corporation

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

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

acting in the capacity of....., to sign all documents in connection with this tender for Contract No SCMU: 024/2023/2024 and any contract resulting from it on our behalf.

Name	Address	Signature	Date

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

BANKING DETAILS

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

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

accrue to me/us to the credit of my/our bank account.

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

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

FOR BANK USE ONLY

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

This returnable schedule is to be completed by joint ventures.

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

....., authorized signatory of the company, close corporation or

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

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

Note:

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

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

Proof of tax compliance status of all parties of the Joint Venture/Consortium.

An undertaking duly signed by all parties of the Joint Venture/Consortium indicating their intention to enter into an agreement for the purposes of the contract.

Proof of Good Standing with municipal accounts for all parties of the Joint Venture/Consortium. Signed Declaration of Interest forms (MBD 4) for all parties of the Joint Venture/Consortium.

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

EXPERIENCE OF TENDERER

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

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

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

SIGNATURE:

DATE:

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

EXPERIENCE OF TENDERER (Cont.)

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

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

SIGNATURE:

DATE:

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

REFERENCE LETTERS

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

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

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

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

Attach Letters of Reference

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

RECORD OF ADDENDA

We confirm that the following communications received from the employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.		
NO	DATE	TITLE OR DETAILS
1.		
2.		
3.		

Attach additional pages if more space is required.
 Failure to acknowledge any addendum released by uMkhanyakude District Municipality may result in your tender submission being declared non-responsive.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			