

ANNEXURE A

(Note: This page must be separated from the pre-qualifying and functional proposal. Failure to separate this, will lead to disqualification of the bid)

Fees and Assumptions

FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

FORM OF OFFER

THE CONSULTANT IS TO COMPLETE AND SIGN THE FORM OF OFFER

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

RFP155/2026 – PROFESSIONAL SERVICE PROVIDER (PSP) TO SUPPORT VICTOR KHANYE LOCAL MUNICIPALITY (VKLM) WITH THE DEVELOPMENT AND IMPLEMENTATION OF A REVENUE ENHANCEMENT PROGRAMME.

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 consultant 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 ALL TAXES IS

.....

.....	(in words);	ZAR		(in figures),
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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 consultant in the Conditions of Contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the
Tenderer**

(Name and address of organisation)

**Name and
signature of
witness**

Date

This template must be completed in full and included as Annexure A to Pricing Proposal submitted.

PRICING SCHEDULE

This assignment will be based on a lump sum (fixed price) contract in ZAR Rands. Bidders are required to price the total contract price using the following table:

ID	SCOPE OF WORK / KEY DELIVERABLE(S)	FEE BASIS	DURATION (Months)	TOTAL PROFESSIONAL FEE FOR SCOPE OF WORK (Excl. VAT) (Rand)
1.	Inception meeting and development of the Project Implementation Plan (PIP).	Lump sum	Two weeks	
2.	Analysis of the existing situation / AS-IS analysis of the municipal revenue management value chain and development of the stakeholder engagement plan.	Lump sum	1 month	
3.	Cost of supply studies, Tariff structure review and analysis and restructuring of the tariffs for cost reflectiveness.	Lump sum	3 months	
4.	Audit of 10 000 electricity meters and metering management and land use/ zoning.	Lump sum	2 months	
5	Customer billing data analysis and cleansing and integration with financial systems, property information and GIS.	<i>Lump sum</i>	<i>3 months</i>	
6	Review indigent register, management and indigent policy	<i>Lumpsum</i>	<i>Month</i>	
7	Review and Development of best standard practice procedure and	<i>Lumpsum</i>	<i>Month</i>	

ID	SCOPE OF WORK / KEY DELIVERABLE(S)	FEE BASIS	DURATION (Months)	TOTAL PROFESSIONAL FEE FOR SCOPE OF WORK (Excl. VAT) (Rand)
	staffing requirements to enhance customer care and revenue management operations processes			
8.	Implementation of the low hanging fruits/ initiatives quick wins (within budget of R1 000 000) and transfer of skills to the relevant municipal officials.	Provisional Amount	2 months	R1 000 000
9.	Identification and prioritisation of the interventions/ infrastrucutre projects for the short, medium to long term. Business cases to be developed. Total = (R Amount x 3 projects)	Specify rate per project:	3 months	
10.	a) A final consolidated Municipal Revenue Improvement Plan (MRIP) with fully costed recommendations/project list and various funding options that the municipality can access to be able to implement same. b) Close out report	Lump sum	1.5 months	
Sub-Total of Proposed Fees (Excl. VAT) -				
VAT @15%				
Total Proposed Fee (incl. VAT)				

***** prices quoted are inclusive of all costs including disbursements (travel, accommodation, printing and stationery, and any relevant administrative work)

Note: The Tenderer is to attach a breakdown of the total proposed fee per deliverable to this page. The breakdown is to indicate the scope of work or key deliverable, the elements of the scope of work, the resources applied, the estimated duration and rates of the applied resources for each element of the scope of work.