



**TENDER NO.: SC 1601/2015**

**PROVISION AND ADMINISTRATION OF AN ELECTRICITY PREPAYMENT  
VENDING SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2018**

**PROCUREMENT DOCUMENT**

<b>NAME OF TENDERER:</b>	
<b>Total Bid Price (Inclusive of VAT):</b>	<b><u>REFER TO PRICING SCHEDULE ON PAGE 64</u></b>

**APRIL 2015**

**PREPARED AND ISSUED BY:**

Directorate: Finance:  
Supply Chain Management Unit  
Overstrand Municipality  
PO Box 20, Hermanus, 7200

**CONTACT FOR ENQUIRIES  
REGARDING SPECIFICATIONS:**

Elsabe Stadler  
Manager: Revenue  
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TENDER DETAILS					
TENDER NUMBER:	<b>SC1601/2015</b>				
TENDER TITLE:	<b>PROVISION AND ADMINISTRATION OF AN ELECTRICITY PREPAYMENT VENDING SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2018</b>				
CLOSING DATE:	<b>2015/05/29</b>	CLOSING TIME:	<b>12H00</b>		
SITE MEETING:	DATE: <b>2015/05/07</b>	TIME:	<b>10H00</b>	COMPULSORY:	<b>YES</b>
SITE MEETING ADDRESS:	<b>SUPPLY CHAIN MANAGEMENT COMMITTEE ROOM, OVERSTRAND MUNICIPALITY, MAGNOLIA AVE, HERMANUS</b>				
CIDB GRADING REQUIRED:	<b>NO</b>	LEVEL AND CATEGORY:	<b>N/A</b>		
BID BOX NO:	<b>7</b>	SITUATED AT: Overstrand Municipal Building, Magnolia Avenue, Hermanus. The bid box is generally open 24 hours a day, 7 days a week.			
OFFER TO BE VALID FOR:	<b>60</b>	DAYS FROM THE CLOSING DATE OF BID.			

TENDERER DETAILS (Please indicate postal address for all correspondence relevant to this specific tender)			
NAME OF TENDERER:			
NAME OF CONTACT PERSON:			
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
TELEPHONE #:		FAX NO.:	
E-MAIL ADDRESS:			

<b>DATE:</b>	
<b>SIGNATURE OF TENDERER:</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED:</b>	

<b>PLEASE NOTE:</b>
1. Tenders that are deposited in the incorrect box will not be considered.
2. Tender box deposit slot is 28cm x 2.5cm.
3. Mailed, telegraphic or faxed tenders will not be accepted.
4. If the bid is late, it will not be accepted for consideration.
5. Bids may only be submitted on the Bid Documentation provided by the Municipality.

ENQUIRIES MAY BE DIRECTED TO:		
	ENQUIRIES REGARDING BID PROCEDURES	TECHNICAL ENQUIRIES
CONTACT PERSON:	<b>BLAKE D'OLIVEIRA</b>	<b>ELSABE STADLER</b>
TEL. #	<b>028 313 5016</b>	<b>028 313 8062</b>

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**PART A – ADMINISTRATIVE REQUIREMENTS IN  
TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY**

<b>1. CHECKLIST</b>
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**PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:**

<b>Certificate of Clarification Meeting Attendance</b> Is the form duly completed and signed by both tenderer and agent of the Overstrand Municipality?	Yes	No	
<b>Authority to Sign a Bid</b> Is the form duly completed and is a <b>certified copy</b> of the <b>resolution</b> attached?	Yes	No	
<b>Tax Clearance Certificate</b> Is an <b>ORIGINAL</b> and <b>VALID</b> Tax Clearance Certificate attached?	Yes	No	
<b>MBD 4</b> (Declaration of Interest) Is the form duly completed and signed?	Yes	No	
<b>MBD 5</b> (Declaration for Procurement above R10 million (VAT included)) Is the form duly completed and signed?			
<b>MBD 6.1</b> (Preference Points claim form for purchases/services) Is the form duly completed and signed? Is a <b>CERTIFIED</b> copy of the <b>B-BBEE Certificate</b> or the <b>original B-BBEE Certificate</b> attached?	Yes	No	
<b>MBD 8</b> (Declaration of Past Supply Chain Practices) Is the form duly completed and signed?	Yes	No	
<b>MBD 9</b> (Certificate of Independent Bid Determination) Is the form duly completed and signed?	Yes	No	
<b>MBD 15</b> (Certificate of Payment of Municipal Accounts) Is the form duly completed and signed? Are the <b>Identity numbers, residential addresses</b> and <b>municipal account numbers</b> of <b>ALL</b> members, partners, directors, etc. provided on the form as requested?	Yes	No	
<b>MBD16</b> (Key Performance Indicators) Is the form duly completed and signed?	Yes	No	
<b>Specifications</b> Is the form duly completed and signed?	Yes	No	
<b>Pricing Schedule</b> (Contract form – Goods) Is the form duly completed and signed?	Yes	No	
<b>MBD 7.2</b> (Contract form – Services) Is the form duly completed and signed?	Yes	No	
<b>DATA BASE REGISTRATION</b> Is the form duly completed and signed? Are <b>ALL</b> the supporting documents attached?	Yes	No	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

**2. TENDER NOTICE & INVITATION TO TENDER****TENDER NO. SC 1601/2015****PROVISION AND ADMINISTRATION OF AN ELECTRICITY PREPAYMENT VENDING SYSTEM  
FOR A CONTRACT PERIOD ENDING 20 JUNE 2018**

Tenders are hereby invited for the **Provision and Administration of an Electricity Prepayment Vending System for a contract period ending 30 June 2018.**

Tender documents, in English, are obtainable from **Friday, 24 April 2015**, at the offices of the Supply Chain Management Unit, Overstrand Municipality, Magnolia Avenue, Hermanus, from Ms. Rita Neethling Tel. 028 313 8064 between 08h30 and 15h30 upon payment of a tender participation fee of **R143-00** per set. Alternatively the document may be downloaded free of charge from the website: [www.overstrand.gov.za](http://www.overstrand.gov.za) .

Sealed tenders, with: "**Tender No. SC1601/2015: Provision and Administration of an Electricity Prepayment Vending System for a contract period ending 30 June 2018.** ." clearly endorsed on the envelope, must be deposited in **Tender Box No. 7** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the bid documentation issued by Overstrand Municipality.

A compulsory information session will be held at **10h00** on **07 May 2015**, at the **SCM Committee Room, Hermanus.**

The closing date and time of the tender is on **29 May 2015** at **12h00** and tenders will be opened in public immediately thereafter in the Supply Chain Management Committee Room, Hermanus Administration.

Tenders must be valid for **60 days** after the closing date. Tenders shall be evaluated in terms of the Preferential Procurement Regulations, 2011 and bidders may claim preference points in terms of their B-BBEE status level of contribution.

The Overstrand Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. Tenders are subject to the General Conditions of Contract and the Supply Chain Management Policy of the Overstrand Municipality.

Please refer enquiries to **Elsabe Stadler** at telephone number: **028 313 8062.**

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MUNICIPALITY

**3. CLARIFICATION MEETING CERTIFICATE**

I / We\*, the undersigned, certify that I / we\* have examined the Site for the Works and its surroundings for which I / we\* am / are\* submitting this Tender and have, as far as practicable possible, familiarized myself / ourselves\* with all information, risks, contingencies and other circumstances which may influence or affect my / our\* tender.

\* Delete whichever is inapplicable

NAME & SURNAME			
CAPACITY			
NAME OF FIRM			
ADDRESS			
TELEPHONE NO		FAX NO:	
E-MAIL		SIGNATURE	

SIGNED FOR AND ON BEHALF OF <b>OVERSTRAND MUNICIPALITY</b>	
NAME AND SURNAME	
DATE	



**4. AUTHORITY TO SIGN A BID**

**1. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON**

1.1. I, \_\_\_\_\_, the undersigned, hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_.

OR

1.2. I, \_\_\_\_\_, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

**2. COMPANIES AND CLOSE CORPORATIONS**

2.1. **If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors**, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid

2.2. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, **a resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

**PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC**

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a <b>CERTIFIED COPY</b> of the resolution attached?		<b>YES</b>	<b>NO</b>

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



**3. PARTNERSHIP**

We, the undersigned partners in the business trading as \_\_\_\_\_ hereby authorize Mr/Ms \_\_\_\_\_ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

**4. CONSORTIUM**

We, the undersigned consortium partners, hereby authorize \_\_\_\_\_ \_\_\_\_\_ (Name of entity) to act as lead consortium partner and further authorize Mr./Ms. \_\_\_\_\_ To sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member:

Full Name of Consortium Member	Role of Consortium Member	% Participa-tion	Signature
SIGNED ON BEHALF OF PARTNER-SHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

## 5. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT

### 1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing 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 supplies 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.
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.
- 1.13. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.14. "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.
- 1.15. "GCC" means the General Conditions of Contract.
- 1.16. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.17. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

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- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site" where applicable, means the place indicated in bidding documents.
- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. "Tort" means in breach of contract.
- 1.28. "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.
- 1.29. "Written" or "in writing" means handwritten 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, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a 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 bidding documents and specifications.

## 5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 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.

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- 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:
- 7.3.1. bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- 7.3.2. a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## 8. Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspections tests and analysis, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies 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.

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- 8.7. Any contract goods may on or after delivery be inspected, tested or analyzed 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 and 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, and in any subsequent instructions ordered by the purchaser.

**10. Delivery**

Delivery of the goods shall be made by the supplier in accordance with the documents and terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified.

**11. Insurance**

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**

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

**13. Incidental**

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:
  - 13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - 13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - 13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - 13.1.4. 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
  - 13.1.5. 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:

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- 14.1.1. 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;
- 14.1.2. in the event of termination of production of the spare parts:
  - 14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - 14.1.2.2. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**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 in SCC.
- 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 in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3. Payments shall be made by the purchaser **no later than thirty (30) days** after submission of an **invoice, statement** or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated.

**17. Prices**

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**

In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price and such offers, may be accepted provided that there is no escalation in price.

**19. Assignment**

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.

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**20. Subcontracts**

The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract, 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 subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier’s notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier’s time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier’s point of supply is not situated at or near the place where the supplies are required, or the supplier’s services are not readily available.
- 21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.
- 21.5. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies 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**

Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**23. Termination for default**

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - 23.1.1. 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;
  - 23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or
  - 23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

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- 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 purchase 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:
  - 23.6.1. the name and address of the supplier and / or person restricted by the purchaser;
  - 23.6.2. the date of commencement of the restriction
  - 23.6.3. the period of restriction; and
  - 23.6.4. the reasons for the restriction.

These details will be loaded in the National Treasury’s central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person’s name be endorsed on the Register for Tender Defaulters. When a person’s name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**

When, after the date of bid, provisional payments are required, or antidumping 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 contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies 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**

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.

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**27. Settlement of Disputes**

- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Notwithstanding any reference to mediation and/or court proceedings herein,
- 27.4.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- 27.4.2. the purchaser shall pay the supplier any monies due 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 wilful misconduct, and in the case of infringement pursuant to Clause 6;
- 28.1.1. 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
- 28.1.2. 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**

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**

The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

**31. Notices**

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

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**33. Transfer of contracts**

The contractor shall not abandon, transfer, cede, assign or sublet a contract or part thereof without the written permission of the purchaser.

**34. Amendment of contracts**

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

**35. Prohibition of restrictive practices.**

35.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

35.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

*General Conditions of Contract (revised July 2010)*

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## 6. GENERAL CONDITIONS OF TENDER

1. Sealed tenders, with the “**Tender Number and Title**” clearly endorsed on the envelope, must be deposited in the **tender box indicated** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus.
2. The tender must be lodged by the Tenderer in the tender box in the Main Cash Hall, Hermanus Municipal Offices, Magnolia Avenue, Hermanus
3. **PLEASE NOTE:**
  - 3.1. Tenders that are deposited in the incorrect box will not be considered.
  - 3.2. Tender box deposit slot is 28cm x 2.5cm.
  - 3.3. Mailed, telegraphic or faxed tenders will not be accepted.
  - 3.4. Documents may only be completed in black ink.
  - 3.5. The use of correction fluid/tape is not allowed.
    - 3.5.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
    - 3.5.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
  - 3.6. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
  - 3.7. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
4. Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
5. Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will **not** be considered.
6. A separate Tender box is provided for the reception of Tenders and no Tender will be considered which, subsequent to the closing hour for Tenders, may be found in another box.
7. Tenders shall be opened in public at the Hermanus Municipal Offices as soon as possible after the closing time for the receipt of tenders.
8. The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; ALTERNATIVELY;
  - 8.1. That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
  - 8.2. The tenderer shall declare **all** the Municipal account numbers in the Overstrand Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.
9. This bid will be evaluated and adjudicated according to the following criteria:
  - 9.1. Relevant specifications
  - 9.2. Value for money
  - 9.3. Capability to execute the contract
  - 9.4. PPPFA & associated regulations

*[insert any other criteria]*

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**10. Invoices**

All invoices must be forwarded to the following address:

Overstrand Municipality  
 PO Box 20  
 Hermanus, 7200

**11. Value-Added Tax (VAT)**

- 11.1. Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, Act 89 of 1991. The content of the invoice must contain sufficient information for audit purposes.
- 11.2. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
- 11.3. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.
- 11.4. The VAT registration number of the Municipality is 4140106396.

**12. Standard Payment Terms**

- 12.1. All money owed by the municipality must be paid within 30 calendar days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure.
- 12.2. Payment Cycles for the first 12 months of business with the Overstrand Municipality to Survivalist enterprises / Micro-enterprises
- 12.3. Survivalist enterprises / Micro-enterprises are entitled to a weekly payment cycle by the municipality.
- 12.4. In order to qualify for a weekly payment, a supplier must be classified as a Survivalist enterprises / Micro-enterprises on the Municipality's supplier database.
- 12.5. A weekly payment to Survivalist enterprises / Micro-enterprises is not a right in terms of this policy. Survivalist enterprises / Micro-enterprises may request such payments which may be made at the discretion of the Municipality.

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**7. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be accepted.
4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za)
6. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Fileers through the website [www.sars.gov.za](http://www.sars.gov.za)

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**8. MBD 4 – DECLARATION OF INTEREST**

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 and/or take an oath declaring his/her interest.
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, shareholder <sup>2</sup> etc.)													
3.4.	Company Registration Number													
3.5.	Tax Reference Number													
3.6.	VAT Registration Number													
3.7.	Are you presently in the service of the state?	YES		NO										
3.7.1.	If so, furnish particulars:													
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO										
3.8.1.	If so, furnish particulars:													

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

1. a member of –
  - i. any municipal council;
  - ii. any provincial legislature; or
  - iii. the National Assembly or the National Council of Provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. 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);
5. a member of the accounting authority of any national or provincial public entity; or
6. 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.



<b>3.9.</b>	<b>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?</b>	<b>YES</b>		<b>NO</b>	
3.9.1.	If so, furnish particulars:				
<b>3.10.</b>	<b>Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?</b>	<b>YES</b>		<b>NO</b>	
3.10.1.	If so, furnish particulars:				
<b>3.11.</b>	<b>Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</b>	<b>YES</b>		<b>NO</b>	
3.11.1.	If so, furnish particulars:				
<b>3.12.</b>	<b>Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</b>	<b>YES</b>		<b>NO</b>	
3.12.1.	If so, furnish particulars:				
<b>3.13.</b>	<b>Do you or any of the directors, trustees, managers, principal 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?</b>	<b>YES</b>		<b>NO</b>	
3.13.1.	If so, furnish particulars:				



3.14. Please provide the following information on ALL directors/shareholders/trustees/members below:			
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State <sup>3</sup> Employee Number

**NB:**  
**a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)**  
**b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.**

**4. DECLARATION**

I, the undersigned (name) \_\_\_\_\_, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

<sup>3</sup> MSCM Regulations: "in the service of the state" means to be –

1. a member of –
  2. any municipal council;
  3. any provincial legislature; or
  4. the National Assembly or the National Council of Provinces;
5. a member of the board of directors of any municipal entity;
6. an official of any municipality or municipal entity;
7. 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);
8. a member of the accounting authority of any national or provincial public entity; or
9. an employee of Parliament or a provincial legislature.



**9. MBD5 – DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)**

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

1. Are you by law required to prepare annual financial statements for auditing?	YES		NO	
1.1. If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.				
2. Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?	YES		NO	
2.1. If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.				
2.2. If yes, provide particulars.				
3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES		NO	
3.1. If yes, furnish particulars				
4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	YES		NO	
4.1 If yes, furnish particulars				

**CERTIFICATION**

I, the undersigned (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	
NAME (PRINT)			
CAPACITY			
NAME OF FIRM			



**10. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 – PURCHASES/SERVICES (90/10)**

**NB:**  
 Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2011.

**1. GENERAL CONDITIONS**

**1.1. The following preference point systems are applicable to all bids:**

- 1.1.1. the 80/20 system for requirements with a Rand value of up to R1,000,000 (all applicable taxes included); and
- 1.1.2. the 90/10 system for requirements with a Rand value above R1,000,000 (all applicable taxes included).

1.2. The value of this bid is estimated to exceed R1,000,000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

- 1.3.1. Price; and
- 1.3.2. B-BBEE Status Level of Contribution.

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

	<b>POINTS</b>
1.4.1. Price	90
1.4.2. B-BBEE status level of contribution	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5. Failure on the part of a bidder to fill in and/or to sign this form will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.7. The Municipality 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 preferences, in any manner required by the Municipality.

**2. DEFINITIONS**

- 2.1. *“All Applicable Taxes”* includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2. *“B-BBEE”* means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3. *“B-BBEE status level of contributor”* means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4. *“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5. *“Broad-Based Black Economic Empowerment Act”* means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- 2.6. *“Comparative Price”* means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7. *“Consortium or Joint Venture”* means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;
- 2.8. *“Contract”* means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9. *“EME”* means any enterprise with an annual total revenue of R5 million or less (except where Sector Charter Thresholds apply);
- 2.10. *“Firm Price”* means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11. *“Functionality”* means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12. *“Non-firm Prices”* means all prices other than “firm” prices;
- 2.13. *“Person”* includes a juristic person;
- 2.14. *“Rand Value”* means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15. *“Sub-contract”* means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16. *“Total Revenue”* bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.17. *“Trust”* means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18. *“Trustee”* means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1. The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3. Points scored must be rounded off to the nearest 2 decimal places.
- 3.4. In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.



**4. POINTS AWARDED FOR PRICE**

**4.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

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

Where:

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

**5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

5.1. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate **or a CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.



**6. BID DECLARATION**

6.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

<b>6.1.1. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1</b>	
6.1.1.1. B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate	
6.1.1.2. Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)	

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**7. SUB-CONTRACTING**

7.1. Will any portion of the contract be sub-contracted? ( <i>Tick applicable box</i> )	YES		NO	
7.1.1. If yes, indicate:				
7.1.1.1. what percentage of the contract will be subcontracted?				%
7.1.1.2. the name of the sub-contractor?				
7.1.1.3. the B-BBEE status level of the sub-contractor?				
7.1.1.4. whether the sub-contractor is an EME? ( <i>Tick applicable box</i> )	YES		NO	

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

<b>Name of Enterprise</b>			
<b>VAT registration number</b>			
<b>Company registration number</b>			
<b>TYPE OF ENTERPRISE</b> ( <i>Tick applicable box</i> )	Partnership / Joint Venture / Consortium		
	One person business / sole proprietor		
	Company		
	Close Corporation		
<b>Describe principal business activities</b>			
<b>Company Classification</b> ( <i>Tick applicable box</i> )	Manufacturer		
	Supplier		
	Professional service provider		
	Other service providers, e.g. transporter, etc.		
<b>TOTAL NUMBER OF YEARS THE ENTERPRISE HAS BEEN IN BUSINESS</b>			



9. I / we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- 9.1. The information furnished is true and correct;
  - 9.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
  - 9.3. In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - 9.4. If the B-BBEE status level of contribution 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 –
    - 9.4.1. disqualify the person from the bidding process;
    - 9.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
    - 9.4.3. 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;
    - 9.4.4. restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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
    - 9.4.5. forward the matter for criminal prosecution

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			

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**FOR INFORMATION PURPOSES ONLY**

**PLEASE NOTE THE FOLLOWING REQUIREMENTS REGARDING VALIDATION OF B-BBEE SCORE.**

**1. EME B-BBEE STATUS LEVEL CERTIFICATES ISSUED BY AUDITORS AND ACCOUNTING OFFICERS AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (ONLY IN TERMS OF THE CODES OF GOOD PRACTICE OF 2007)**

- 1.1. Certificates issued by an Auditor or Accounting Officer will be issued on his or her letterhead with the practice number and contact number clearly specified on the face of the Certificate.
- 1.2. When confirming the validity of such a certificate, the following should be detailed on the face of the certificate:
  - 1.2.1. The Auditor's / Accounting Officer's letterhead with **FULL contact details**;
  - 1.2.2. The Auditor's / Accounting Officer's **practice number**;
  - 1.2.3. The name and **physical location of the measured entity**;
  - 1.2.4. The registration number and, where applicable, the VAT number of the measured entity;
  - 1.2.5. **The date of issue and date of expiry**;
  - 1.2.6. The B-BBEE Status Level of Contribution obtained by the measured entity; and
  - 1.2.7. The **total black shareholding** and **total black female shareholding**.

**1. BIDDERS OTHER THAN EMEs**

These bidders **MUST** submit their **ORIGINAL** and valid **B-BBEE** status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.



**11. MBD 8 – 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:
  - 3.1. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
  - 3.2. been convicted for fraud or corruption during the past five years;
  - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - 3.4. 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.

4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	<b>Yes</b>	<b>No</b>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <i>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i>	<b>Yes</b>	<b>No</b>
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?	<b>Yes</b>	<b>No</b>
4.3.1	If so, furnish particulars:		



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?	<b>Yes</b>	<b>No</b>
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?	<b>Yes</b>	<b>No</b>
4.5.1	If so, furnish particulars:		

**5. 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			



**12. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids 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).<sup>4</sup> 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:
  - 3.1. take all reasonable steps to prevent such abuse;
  - 3.2. 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
  - 3.3. 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:

**CERTIFICATE OF INDEPENDENT BID DETERMINATION:**

In response to the invitation for the bid made by:

**OVERSTRAND MUNICIPALITY**

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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:
  - 5.1. has been requested to submit a bid in response to this bid invitation;

<sup>4</sup> 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.



- 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- 5.3. 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>5</sup> will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - 7.1. prices;
  - 7.2. geographical area where product or service will be rendered (market allocation)
  - 7.3. methods, factors or formulas used to calculate prices;
  - 7.4. the intention or decision to submit or not to submit, a bid;
  - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
  - 7.6. bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

SIGNATURE		NAME (PRINT)	
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<sup>5</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.



**13. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES**

**DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003) - (To be signed in the presence of a Commissioner of Oaths)**

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Overstrand Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

**FURTHER DETAILS OF THE BIDDER’S Director / Shareholder / Partners, etc.:**

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

**NB:** Please attach certified copy(ies) of ID document(s)  
 If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

Signature	Position	Date

<p align="center"><b>COMMISSIONER OF OATHS</b></p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20__</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p><b>COMMISSIONER OF OATHS:-</b></p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p><b>Apply official stamp of authority on this page:</b></p>
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**14. MBD 16 – KEY PERFORMANCE INDICATORS**

1. KEY PERFORMANCE INDICATORS (KPIs)			
1.1.	Work(s) performed / goods delivered within timeframes specified		
1.2.	Work(s) performed / goods delivered within financial framework specified		
1.3.	Acceptable quality of work(s) performed / goods delivered		
1.4.	OTHER:		
	(a)		
	(b)		
	(c)		
	(d)		
	(e)		
<p>I / We acknowledge that I / we am / are fully acquainted with the abovementioned Key Performance Indicators (KPIs) applicable to this tender / contract as stipulated by the Municipality and that I / we accept these Key Performance Indicators (KPIs) in all respects.</p> <p>I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender: that the price quoted cover all the work / item(s) specified in the tender document and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.</p>			
SIGNATURE			NAME (PRINT)
CAPACITY			DATE
NAME OF FIRM			
WITNESS 1			WITNESS 2



## **PART B – SPECIFICATIONS AND PRICING SCHEDULE**

## 15. SPECIFICATIONS

### 1. BACKGROUND

The Overstrand Municipality require the provision and administration of an electricity vending system which must be STS, SANS & NRS compliant. The Overstrand Municipality covers the area between Hangklip and Pearly Beach, with approximately 17700 prepayment electricity meters. It must be noted that the Municipality is currently aggressively promoting the conversion to prepayment meters in the area.

### 2. APPLICABLE STANDARDS

Tenderers are obliged to apply the most recent standards as listed below:

STS Part 1, 2 and 3	Standard Transfer Specifications
SANS 1524-1	Electricity Payment Systems – Part 1: Prepayment meters
NRS 057/SANS 474	Code of Practice for Electricity Metering <u>Note:</u> This is a <b>mandatory</b> specification as determined by NERSA license conditions

### 3. SCOPE

#### 3.1. Requirements

The Tenderer shall provide full system documentation, including schematics of the full Vending System network, to the Municipality. The minimum hardware and software requirements on which to run the Vending System shall be specified. No tender will be considered unless accompanied by a full description and technical details of the solution offered. Any special features shall be detailed.

#### 3.2. 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.

#### 3.3. Staff Component

Tenderers shall specify the number of technical staff engaged in development and testing of the vending software as well as the support staff available after hand-over and whether a call centre is available.

#### 3.4. Guaranteed System Performance

3.4.1. The successful Tenderer shall have the new system commissioned within two (2) months of the contract being awarded.

3.4.2. The Tenderer shall guarantee the systems' functional performance and any upgrades required to correct any system mal-operation, shall be for the Tenderer's account.

### 4. VENDING SYSTEM COSTS

4.1. The Municipality's preferred method of payment for the Vending System is a monthly license and transaction fee. Any upgrades will be communicated to the Municipality for approval.

4.2. The Tenderer shall specify his support costs per hour which will be applicable after final commissioning and handover. A proposed Service Level Agreement (SLA) must be included.

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- 4.3. The Tenderer shall separately identify the individual functional modules included in the total cost, such as:
  - 4.3.1. Vending System Software
  - 4.3.2. Upgrade / replacement of existing on-line vending machines
  - 4.3.3. Database, operating system, workstation and POS license (if applicable)
  - 4.3.4. Additional hardware requirements (if applicable)
  - 4.3.5. The Overstrand Municipality financial management system, SAMRAS DB4 interface Data migration
  - 4.3.6. Complete system and interface testing
  - 4.3.7. Training costs

**5. EXISTING VENDING INFRASTRUCTURE**

- 5.1. The active Vending System shall be hosted in Hermanus Administration Offices.
- 5.2. The back-up Vending System shall be hosted off site, at the service provider.
- 5.3. The existing on-line vendors (approximately 50) which are currently managed by the service provider connect to the existing Vending System using GPRS/mobile broadband and the internet shall remain operational during the installation and commissioning of the new Vending System.
- 5.4. The Vending System must have the capability to vend to all meters installed in the Municipality's service area including the following meters:
  - 5.4.1. All STS meters
  - 5.4.2. Plessey proprietary – both secure number and PTS types
- 5.5. The transfer from the existing system to the new one shall be seamless. The current service provider shall ensure that all existing data is properly backed-up and secured prior to the new system being deployed. Cost for the recovery of the loss of existing meter data, whether accidental or otherwise, during transfer from existing system to the new system, shall be for the account of the new Service provider.

**6. INTEGRATION**

- 6.1. The Municipality currently uses the SAMRAS DB4 Financial System. The Vending System offered must have the capability to interface with applicable DB4 modules, *inter alia* customer database, billing system, etc.
- 6.2. The Vending System shall have an Application Programme Interface (API) to allow third parties to access the system securely for integration purposes.
- 6.3. It is envisaged that a Geographical Information System will be linked/incorporated into the Vending system in the future. The proposal should describe how the solution would cater for such GIS integration.

**7. TECHNOLOGY AND PLATFORM**

**7.1. Database**

- 7.1.1. The system must operate on a relational SQL database.
- 7.1.2. The relational database management system and the system related application must operate on any platform to ensure future enterprise scalability, security and flexibility.

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- 7.1.3. The design of the database shall be such that it conforms to the following Relational Database Management System (RDBMS) rules:
  - 7.1.3.1. All information shall be represented only in tables.
  - 7.1.3.2. Each atomic value must only be accessible by combination of table name, primary key and column name.
  - 7.1.3.3. All NULL's must be systematically treated within the RDBMS.
  - 7.1.3.4. An on-line data catalogue must be maintained by the RDBMS.
  - 7.1.3.5. High-level *Insert, Update and Delete* functionality must exist within the RDBMS.
  - 7.1.3.6. A low-level language shall not subvert or bypass the RDBMS high-level language.
- 7.1.4. The database shall allow concurrent users to access data on a central database from various online terminals.
- 7.1.5. To ensure data integrity, audit-ability and data completeness the RDBMS shall allow for automated triggers to be set on any database field, prompting for a function to be executed.
- 7.1.6. The database shall allow for multi-version consistency. The requirement is that "readers do not block writers and writers do not block readers".
- 7.1.7. The database shall not allow the escalation of row locks to page level locks when too many rows on a page are locked.
- 7.1.8. The database shall allow the following:
  - 7.1.8.1. Control of sorting
  - 7.1.8.2. Control over SQL caching
  - 7.1.8.3. Control over storage space
  - 7.1.8.4. Range partitioning
- 7.1.9. The database shall support a JAVA database engine, enabling future application integration.
- 7.1.10. To negate any significant system overhead, especially in consideration of the diverging business rules for prepayment and associated debt collection Stored Procedures must be precompiled before executed.
- 7.1.11. The database shall allow the reading of, and writing to, external files via Stored Procedures, ensuring ease of system integration.
- 7.1.12. The tenderer must specify their latest technology, software and platforms.
- 7.1.13. Tenderers shall supply independent, documented proof to substantiate conformance to these aspects listed above.

**7.2. Reports**

- 7.2.1. The database shall be accessible via standard SQL-based report writing tools such as *Cognos Impromptu* or *Crystal Reports*.
- 7.2.2. Item 8.6 lists examples of standard reports shall be available on the Vending system.
- 7.2.3. It shall be possible to search the audit log under various parameters to easily locate details of changes written to the system databases.
- 7.2.4. The databases shall **not** be encrypted as the design of customized reports is essential. A layout of the table structures shall be provided.

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### 7.3. Operating System

- 7.3.1. The application middle-tier and back-end must be certified to run on any one of the following platforms: Windows or Linux.
- 7.3.2. The database must be certified to run on any one of the following platforms Windows® or Linux.
- 7.3.3. All system functions shall be accessed via a user-friendly Graphical User Interface (GUI).

### 7.4. Hardware

- 7.4.1. The Tenderer shall familiarise himself with the Municipality's Internal Communication Technology hardware utilised to run the vending system and take this infrastructure into account in the proposed vending solution offered.
- 7.4.2. The system to be provided shall operate on a standard, readily available, PC-based machine with no special modifications required to any parts.
- 7.4.3. The Tenderer shall provide a standard STS security module solution operating with a 16-bit PCI-based PC motherboard.

### 7.5. Vendor Data Model

- 7.5.1. The data model shall be capable of the following :
  - 7.5.1.1. A *Point-of-Connection* shall be supported which is independent from a *Location, Meter, Erf* and/or *Consumer*.
  - 7.5.1.2. The tariff shall not be connected to a *Meter* or a *Consumer*, but shall reside with the *Point-of-Connection*.
  - 7.5.1.3. Multiple different Meter Types (single- and three phase meters) may be connected to the same *Point-of-Connection*.
  - 7.5.1.4. The data model shall allow for the definition of hierarchical *Nodes* in order to simulate a distribution network.
  - 7.5.1.5. The data model shall allow for WGS-84 GPS coordinate definition with all locations. These include the location of the meter, point of supply, pole and/or transformer location.
  - 7.5.1.6. The data model shall allow for the recording of individual Consumer agreements, with multiple agreements per Consumer per resource.
  - 7.5.1.7. The Tenderers proposed data model shall accommodate, for enhanced management purposes, possible additional resources like water and/or gas.

### 7.6. Thin client GUI

- 7.6.1. The system shall allow for the use of thin client technology for the following business logic :
  - 7.6.1.1. Customer Management
  - 7.6.1.2. Meter Management
  - 7.6.1.3. Reporting
  - 7.6.1.4. The business logic must in particular include, often used functionality that will allow end-users to view, update and query the system on-line without placing an excessive burden on bandwidth.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
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**7.7. Security**

- 7.7.1. Database security governing low- and high-level database access shall be via a proven technology and applied at both database and application level.
- 7.7.2. The system shall allow for the addition of an unlimited number of named operators.
- 7.7.3. Security shall be adjustable to allow for limited individualized access to any field within the database, with access control.
- 7.7.4. The system shall allow for smart card based SSL security to be implemented for on-line Point of Sale.

**7.8. Communication**

- 7.8.1. Network communication shall include but not be limited to the following:
  - 7.8.1.1. Corporate LAN / WAN
  - 7.8.1.2. Dial up modems
  - 7.8.1.3. GPRS/Mobile broadband
  - 7.8.1.4. Internet
  - 7.8.1.5. Intranet
  - 7.8.1.6. ISDN
  - 7.8.1.7. Radio modems and WiFi
  - 7.8.1.8. Satellite
  - 7.8.1.9. SMS (cell phone short message system) and in addition any similar standard message system
  - 7.8.1.10. Telephone
  - 7.8.1.11. X25 networks
- 7.8.2. In the event of the communication failing to both the main and the disaster recovery sites it shall be possible to vend to all meter types in an off-line, but highly secure mode from a selected number of off-line/on-line vending outlets. The system shall alert the vendor that the system is in the off-line mode. When this occurs the vendor must contact a systems administrator in order to obtain a unique code to allow the vendor to vend in an off-line mode.
- 7.8.3. There shall be in-built security to report to the vending system when off-line vending has taken place, and these off-line sales shall be automatically uploaded on restoration of the on-line communications. In the event of a power failure while vending in the off-line mode and the transaction is incomplete it must be deleted from the transaction database and the shift database must **not** be updated. Details and architecture diagram to be supplied by tenderer.
- 7.8.4. All replication files shall have adequate data security and shall not be accessible via any unauthorized tools or Open Database Connectivity (ODBC) links.
- 7.8.5. The complete database shall be automatically mirrored to the disaster recovery machine at intervals that is user configurable.
- 7.8.6. The system shall replicate *only changed information* in both directions with the ability to resend if required.
- 7.8.7. The replication engine shall be adjustable to allow for the replication of any information contained in the database, including transaction information, meter management information and security information.

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7.8.8. The replication engine shall enable the replication of the complete database to a remote point for full system mirroring.

**7.9. Online Vending**

7.9.1. The system shall have the ability to work online via a scaleable message queuing mechanism.

7.9.2. All messages shall be via the self-defining, open document format (Archiving Rules) Vend specification protocol.

7.9.3. The online transaction processing infrastructure shall have unlimited scalability with hot-swappable redundancy.

**7.10. Profile Engine**

The system shall have an independent profiling application operating at central level that will allow the Municipality to dynamically (as the master database is updated) profile the database according to an unlimited number of views.

**7.11. Transaction Switching**

7.11.1. The system shall include as an additional option the capability to direct transaction requests from vending clients to different services databases. Tenderer to indicate whether process is manually done or automatically.

7.11.2. The transaction switch shall include a billing system where different commissions for different services as well as vendors could be calculated.

7.11.3. The transactions switch shall either include, as an option, or be able to integrate to an electronic fund transfer (EFT) switch to facilitate credit/debit card payments.

7.11.4. The EFT option shall include a secure web site for selling services.

**7.12. Power and module failures**

The system shall be able to auto-restart after a power failure and shall report on individual component failures especially encryption cards and security modules. An alert shall be automatically sent to the support staff in the event of such failures via SMS and e-mail messaging.

**8. OPERATION**

**8.1. Critical Performance Parameters**

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

8.1.1. The software and database shall be able to accommodate, with no special changes other than hardware scaling, more than 30 000 customers through 50 vendors generating a minimum of 50 000 transactions per month with no upper limit restrictions.

8.1.2. The software and database shall have **no limitation** on the number of named users and workstations it can accommodate.

8.1.3. The system must be a **real time system**.

8.1.4. The tenderer must indicate how many transactions per second can be processed, with at least 10 per minute.

8.1.5. A standard vending operation shall be less than **30 seconds** from request to completion token printing or programming.

8.1.6. Thin client architecture shall require **less than 32kb/sec** to be functional over WAN.

8.1.7. The system shall be operational on a 24 / 7 basis.

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**8.2. Languages & Currency**

- 8.2.1. Standard language available on the system shall be English.
- 8.2.2. Standard currency available on the system shall be South African Rand/cents. The system shall allow for the configuration and adjustment of multipliers and decimal points.

**8.3. Electricity Prepayment Vending**

**8.3.1. Transactions**

- 8.3.1.1. All transactions shall be atomic to such an extent that taxes, levies, standing charges, arrears and services are all created through individual rows in the database.
- 8.3.1.2. Any rounding errors of kWh beyond the first decimal shall be recorded in the database as separate transaction rows to ensure effective reconciliation.
- 8.3.1.3. Transaction reversals shall:
  - a) be effected with full trace-ability of the reversal;
  - b) allow for a reason to be supplied;
  - c) be traceable to an operator; and
  - d) reverse an entire transaction batch consisting of taxes, levies, auxiliaries and resource amounts.

**8.3.2. Vending Operations**

- 8.3.2.1. The system shall be capable of the following:
  - a) Vending on-line and offline to all prepayment meters (proprietary and STS) in the Municipality's area of electricity supply.
  - b) Vending free electricity grants.
  - c) Collecting arrears.
  - d) Handling step tariffs.
  - e) Allowing transaction viewing, re-prints and reversals, without compromising the integrity of transactions and subject to appropriate security.
  - f) Ability to look up the localized:
    - g) transaction history,
    - h) free units,
    - i) replacement tokens,
    - j) engineering tokens, and
    - k) arrear payments of a relevant consumer subject to appropriate security.
  - l) Ability to calculate and display cash change to the vendor.

8.3.2.2. The system Certified by the STS association as being *Vending, Engineering and Key Change Management* compliant. **Copy of certificate must be attached**

**8.3.3. Vending Management**

- 8.3.3.1. The system shall allow for the definition of independent banking batches, sales batches and shift batches to accommodate various levels of operators.

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- 8.3.3.2. The system shall allow for the automated or manual sign-off of banking batches from a central point.
- 8.3.3.3. The system shall allow for both upfront and deposit-based credit management mechanisms. In the case of upfront vending, vendors shall have pre-defined, replenishable credit limits limiting the exposure at certain outlets. The option shall exist to update credit limits automatically or manually.
- 8.3.3.4. Tokens and receipts shall be contained in customizable templates that shall be customized at will by the Municipality. The default templates shall also be kept on the system.
- 8.3.3.5. See Annexure “C” for an example detailing information to be reflected on the printed token.
- 8.3.3.6. It shall have the functionality to print a message on the token of at least 400 characters, which can be customer specific, or a general message to all customers.
- 8.3.3.7. It shall be possible to automatically print a message on the token advising the customer of any problems, (e.g. an RD cheque, outstanding or insufficient funds tendered).

**8.3.4. Arrears**

- 8.3.4.1. The system shall have the ability to collect multiple categories of arrears from the consumer by leveraging the prepayment transaction according to a unique formula for each consumer.
- 8.3.4.2. A consumer’s unique collection profile shall be automatically updated by the system based on historic payments made.
- 8.3.4.3. All credit control shall be carried out in DB4, however the vending system must be capable of overwriting the amount.
- 8.3.4.4. Multiple meters and accounts per erf must be accommodated.
- 8.3.4.5. DB4 sends the following details to the Vending System:
  - a) The amount to be recovered.
  - b) A variable percentage recovery.
  - c) The DB4 prepaid contract account number.
  - d) The prepayment meter number
- 8.3.4.6. The Vending System sends the following details to DB4:
  - a) All arrear payments received from the customers: variable percentage.
  - b) DB4 prepaid contract account number
  - c) The prepayment meter number.

**8.3.5. Tariffs**

- 8.3.5.1. The system shall accommodate step tariffs, with an unlimited number of kWh-based steps.
- 8.3.5.2. Unique tax and fixed charges profiles shall be definable for each tariff block.
- 8.3.5.3. Tax and fixed charge blocks independent from step tariff blocks shall be definable according to monthly monetary value transacted, or kWh bought.
- 8.3.5.4. The Vending system shall have automated activation dates for tariff changes.

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8.3.5.5. The Vending system shall allow the Municipality to change their reconciliation and tariff rules, irrespective of the system’s functionality and operation the transactions shall be reconciled by an independent reconciliation application operating at central level.

**8.3.6. Payment System**

The vending system shall be capable of supporting the following:

8.3.6.1. Vending clients:

- a) Windows PC
- b) Hand held device
- c) Cell phone vending
- d) Web based vending

8.3.6.2. Engineering clients:

- a) Windows PC
- b) Web based
- c) PDA

8.3.6.3. In addition to conventional payment methods, the system should support a voucher payment mechanism in the on-line mode of operation.

8.3.6.4. The system should be able to generate voucher numbers.

8.3.6.5. Where the system generates its own vouchers, customizable vouchers should be printed with unique voucher numbers.

8.3.6.6. The system should be able to reserve and expire vouchers as and when it is re-deemed for resources.

8.3.6.7. The type of transaction at the vending outlet shall be recorded as follows:

- a) Cash - shall be captured manually by keystroke. No cheque payments will be accepted through the vending system.
- b) Credit/debit card – shall be recorded by either swiping the credit /debit card through the vending system card reader, flagging the transaction as both a credit/debit card sale and record the banking institution or capture details manually.

8.3.6.8. Vouchers generated by the system for issue to customers must contain the information as per Annexure C and must at least be similar in terms of the lay-out.

**8.4. Vendor Management**

8.4.1. The tenderer shall be responsible for the following:

8.4.1.1. Setting up guidelines for appointing and contracting of the vendors and compiling an agreement, which will state that vendors shall be remunerated at a percentage of sales. The guidelines and agreement to be approved by the municipality. **Take note: No sub vendors will be allowed therefor all vendors must be directly contracted to the Service Provider.**

8.4.1.2. Advertising and information meetings with prospective vendors.

8.4.1.3. Appointment of vendors and signing of contracts. The Municipality will determine the quantity of vendors per location as required.

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- 8.4.1.4. Providing all the necessary hardware, software and communications equipment needed for the vendor to operate.
- 8.4.1.5. Providing training as and when necessary for the vendor or his appointed operators in order to operate the equipment and relevant software.
- 8.4.1.6. Providing the necessary consumables, e.g. paper, printer cartridges, etc.
- 8.4.1.7. Providing the routine, preventative and necessary maintenance, repair and servicing as is required to maintain the equipment.
- 8.4.1.8. Collection of all revenue from the vendors if required.
- 8.4.1.9. Insurance against revenue loss, with a minimum of R250 000.
- 8.4.1.10. Providing the necessary security measures for collecting the revenue if required.
- 8.4.1.11. To reconcile the revenue received from the vendors on a daily basis and provide the necessary credit to the vendor to continue vending.
- 8.4.1.12. Payment of any vendor commissions owed.
- 8.4.1.13. Payment of revenue received (Prepaid & Auxiliary separately) directly in municipality's account at predetermined times together with a reconciliation of said revenue.
- 8.4.1.14. Providing daily, weekly and monthly reports as required by the municipality.
- 8.4.1.15. Provide audit reports.

**8.4.2. Support Services**

- 8.4.2.1. The tenderer shall be responsible for providing a 24 x 7 support service for vendors.

**8.5. Meter Management**

- 8.5.1. To assist with meter management, the system shall have the ability to record, in a free-form field, a meter status.
- 8.5.2. All meter management processes shall be performed via a user-friendly, iconic graphical user interface depicting a certain task. The minimum number of pre-defined meter management tasks shall be:
  - 8.5.2.1. Receive a meter from a service provider
  - 8.5.2.2. Send a meter to a service provider for repair
  - 8.5.2.3. Scrap a meter
  - 8.5.2.4. Install a meter
  - 8.5.2.5. Remove a meter
  - 8.5.2.6. Change status of a meter
  - 8.5.2.7. Update status of a meter
  - 8.5.2.8. Create a location
  - 8.5.2.9. Update a locations details
  - 8.5.2.10. Link a consumer with a location / meter
- 8.5.3. Meter management processes shall automatically change the modes of operations associated with a meter.

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- 8.5.4. Changes to an active meter linked to a location shall not be possible without selecting a pre-defined task and performing the steps indicated.
- 8.5.5. The system shall be customizable in real time and in such a way that processes could be adapted to the utility's unique process flows and needs.
- 8.5.6. The system shall allow for the definition of an unlimited number of meter locations that could be associated with the real-time customizable meter management processes.

**8.6. Reporting and Information**

- 8.6.1. Provision shall be made for a report generating system for reporting, viewing and printing on *inter alia*:
  - 8.6.1.1. Energy sales per meter
  - 8.6.1.2. Energy sales per POC (point of connection)
  - 8.6.1.3. Energy sales per customer
  - 8.6.1.4. Electricity purchased by cash, cheque, credit card, debit card, electronic fund transfer
  - 8.6.1.5. Financial statistics relating to individual transactions
  - 8.6.1.6. Total sales per vendor (point-of-sale) in a date range
  - 8.6.1.7. All transactions for a shift per vendor (point-of-sale)
  - 8.6.1.8. Shift details per vendor (point-of-sale) in a date range
  - 8.6.1.9. Refunds given
  - 8.6.1.10. Free units issued
  - 8.6.1.11. Energy sales as per POC (point of connection )
  - 8.6.1.12. Number of customers purchasing less than a selectable number of kWh per month
  - 8.6.1.13. Value of service charges per tariff
  - 8.6.1.14. Recovery of arrears
  - 8.6.1.15. Debt statistics:
    - 8.6.1.16. Outstanding debt balance
    - 8.6.1.17. Loaded debt
    - 8.6.1.18. Collected debt total/vendor
    - 8.6.1.19. Manually cleared debt
    - 8.6.1.20. Debt loadings report
    - 8.6.1.21. Block meters with outstanding debt
    - 8.6.1.22. Emergency off-line sales report
    - 8.6.1.23. Number of active customers per town
    - 8.6.1.24. History of all customers per POC (point of connection)
    - 8.6.1.25. History of all meters at a POC (point of connection)
    - 8.6.1.26. Movement history per meter
    - 8.6.1.27. Movement history per customer

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- 8.6.1.28. Track low purchase history
- 8.6.1.29. Meter changes
- 8.6.1.30. Electricity purchased per Suburb
- 8.6.1.31. Total meters installed per Suburb
- 8.6.1.32. List of customers selected by street name or a portion of the address
- 8.6.1.33. List of disconnected meters by disconnected reasons in a date range
- 8.6.1.34. List of disconnected meters by town
- 8.6.1.35. List of disconnected meters by POC (point of connection)
- 8.6.1.36. Blocked meters on system
- 8.6.1.37. Statistics of installed meters filtered by date range, connected type, district, etc.
- 8.6.1.38. Available sequence number report
- 8.6.1.39. Engineering tokens report
- 8.6.1.40. Point of sale credit updates
- 8.6.1.41. User audit trace
- 8.6.1.42. Deleted transaction reports.
- 8.6.1.43. Vendors per district

8.6.2. The databases shall **not** be encrypted as the design of customized reports is essential.

**8.7. Workflow Management**

- 8.7.1. The system shall allow for configurable processes in order to map the working environment of the Municipality.
- 8.7.2. It shall be possible to configure processes in all aspects of the system, including tariff configuration, transaction, arrear and revenue management, meter management, customer management.

**9. DB4 AND VENDING SYSTEM INTERFACES**

- 9.1. It shall be the responsibility of the successful Tenderer to liaise with the service providers of the Samras DB4 system to ensure system compatibility and to finalise the detailed design of the interfaces after the contract has been awarded.
- 9.2. The following are the minimum interfaces that will be required to provide functionality between Samras DB4 and the Vending System:
  - 9.2.1. An arrears balance / credits outbound file from DB4 to the Vending System. Before downloading balances to the Vending System, all balances must be zeroed on Vending System.
  - 9.2.2. An arrears payments / refunds inbound file from Vending System to DB4 for arrears collected and refunds given.
  - 9.2.3. An outbound file from DB4 to the Vending System for customer data for all new connections and retrofits (credit meters replaced with prepayment meters).
  - 9.2.4. An inbound file from the Vending System to DB4 for all meter changes carried out (may be considered).
  - 9.2.5. An inbound file from the Vending System to DB4 for all Vendor sales.

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- 9.2.6. An inbound file from the Vending System to DB4 for sales transactions that has been deleted.
- 9.2.7. In the interfaces listed above only the data that has changed must be transferred between the Vending System from DB4.

## 10. SYSTEM TESTING

- 10.1. The test procedure to be followed during the testing of the Vending System must be submitted with the tender.
- 10.2. The system including interfaces with DB4 and the “Super” vendors shall be tested thoroughly together with the successful Tenderer and the personnel from the Municipality before final handover.

## 11. MIGRATION OF DATA AND COMMISSIONING OF NEW SYSTEM

- 11.1. The successful Tenderer shall be responsible for migration of all existing data from the existing Vending Systems operating in the Municipality to the new Vending System.
- 11.2. A project plan showing the proposed stages for the commissioning of the new Vending System shall be provided as part of the tender documents.
- 11.3. The Tenderer shall specify his full commissioning schedule from the setting up to the final handover of the Vending System.
- 11.4. It is accepted that the new DB4 interfaces will have been fully tested and approved before the commissioning.

## 12. TRAINING

- 12.1. The scope and cost of the training for the staff of the Municipality shall form part of the tender.
- 12.2. A full training schedule indicating what type and level of training shall be provided.
- 12.3. The Municipality's staff must be fully trained and proficient before the system is finally handed-over.
- 12.4. The training shall include, but not limited to:
- 12.4.1. Full system administration
  - 12.4.2. Database administration
  - 12.4.3. Report writing tools
  - 12.4.4. Data mining tools

## 13. VENDING OPTIONS

- 13.1. The system should as a minimum, cater for:
- 13.1.1. Voucher-based vending using pre-printed vouchers and SMS and call centre validation (including call centre redemption software).
  - 13.1.2. Mobile Points of Sale vending via handheld vending devices operation on GPRS / GSM.
  - 13.1.3. Cell phone vending for mobile vending agents using standard cell phones to sell electricity.

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- 13.1.4. Internet Web Site vending. This includes the design and application for an Overstrand Municipality branded website for Internet vending. Payment mechanism on the web site must cater for: credit/debit cards and vouchers.
- 13.1.5. Connection interface for third-party vendors and services compliant to ISO 8583. This should be a separate, dedicated switching application.

#### 14. MOBILE ENGINEERING CLIENT

The system shall support and interface for 3 online, GPRS-based mobile meter engineering applications (Hermanus, Kleinmond & Gansbaai). The application will be as a minimum be used to perform key change tokens, clear tamper tokens, clear credit tokens and replacement credit. Access to the mobile management client application shall be user access controlled via the central management server. All tokens shall be generated centrally on the server, only for existing meters on the server.

#### 15. MANAGEMENT OF VENDORS BY SERVICE PROVIDER

- 15.1. Stipulate criteria to determine placement of Vendors.
- 15.2. Stipulate commission to be paid to Vendors.
- 15.3. Method of payment, credit or up front.
- 15.4. Criteria for appointment of Vendors.
- 15.5. The commercial arrangement will be as follows:
- 15.5.1. % on turnover through each vendor terminal managed by service provider.
  - 15.5.2. Turnover through web.
  - 15.5.3. Credit card cost.
  - 15.5.4. Contract ending 30 June 2018
  - 15.5.5. Other costs.

#### 16. SYSTEM OVERVIEW

##### 16.1. INTRODUCTION

- 16.1.1. This Project Specification outlines the requirements for the supply and commissioning of a pre-paid electricity system for the Overstrand Municipality.
- 16.1.2. This revenue management will consist of the following subsections:
- 16.1.2.1. Existing Pre-payment Vending System:
    - a) Single phase meters;
    - b) Three phase meters.
  - 16.1.2.2. Using Credit Vending System:
    - a) Single phase meters;
    - b) Three phase meters;
    - c) Three phase meters (energy and maximum demand);
  - 16.1.2.3. Existing Time of Use Meters.

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## 16.2. EXISTING OVERSTRAND SYSTEM

### 16.2.1. SAMRAS (DB4) SYSTEM

The Samras (DB4) System consists *inter alia* of the following sub-systems:

SAMRAS (DB4)	
INCOME	EXPENDITURE
Consolidated billing Receipting Debtors	General ledger Cash Book Stores Creditors

#### 16.2.1.1. SAMRAS Debtors

- a) The SAMRAS Debtors system is designed to control all Debtors relating to Government, both Local, and Regional, Development Corporations and certain specialised industries.
- b) The Debtors system contains many types of Debtors along with the related charge structures as follows:
  - i. Municipal Rates and Service Charges
  - ii. Water & Electricity metered Charges
  - iii. Sundry Charges
  - iv. Rentals
  - v. Loans (including subsidisation)
- c) Each Debtor can have any combination of the above, separated by different user defined balance types. Up to 9 different types are catered for enabling one Debtor to have for example, water, electricity, rates, loan, sundry debits and service charges all separated within the debtor, providing a consolidated account.
- d) Debtors can also be categorised to provide outstanding balances and statistical information in breakdowns of tariffs, departments (or branches) consumer types and zoning.
- e) A full transaction history of all transactions is attached to each Debtor and available to the user via enquiry screens and Reports.
- f) Loans are stored separately to outstanding arrears, allowing the user to see complete interest and redemption on a Debtor's loan, and separately, to see a full age analysis of outstanding instalments. This separation allows the user to charge a separate penalty interest on arrears instalments, if interest is not charged on the interest on the loan.
- g) Interfaces between Consolidated Billing and other SAMRAS modules include:
  - i. General Ledger Interface:
 

All financial transactions that occur in the Consolidated Billing module can be transferred to the relevant General Ledger accounts.

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**16.2.2. Network Server (Financial Server)**

The program on the network server is LINUX Red Hat or Fedora latest Core

**16.2.3. Minimum Specification For Vending Server – Overstrand Municipality**

- a) DELL RACKMOUNT U2 / U4
- b) QUAD (or higher) CORE PROCESSOR LATEST
- c) 16/32 GB MEMORY
- d) RAID 5 CONTROLLER
- e) 3 / 4 TB SCSI DRIVES
- f) X REDUNDANT POWER SUPPLIES

**17. PROPOSAL AND SERVICE LEVEL AGREEMENT**

- 17.1. Bidders must submit a proposal which must clearly illustrate the bidder's capability against the required specifications and desired outcomes. Annexure A, represent a list of the minimum criteria for responsiveness which must be adhere to.
- 17.2. Bidders must submit a draft service level agreement.

**18. PRICING**

- 18.1. Pricing must include for all categories and items of expenditure and bidders must include it on the Pricing Schedule included for this purpose.
- 18.2. Additional information may be submitted separately.
- 18.3. The bid price will remain valid for a period of 60 days.
- 18.4. The bid prices must be exclusive of Value-added-Tax.
- 18.5. Rates must remain fixed for the duration of the contract, ending 30 June 2018.

**19. COMMENCEMENT DATE**

The successful bidder must be able to commence with the project within 7 days of signing the contract.

**20. EVALUATION OF BIDS BASED ON FUNCTIONALITY**

- 20.1. The tender will also be evaluated in terms of functionality of tender submissions. The evaluation of tenders will be done in terms of compliance to the criteria indicated in the Pre-Qualification Criteria. Bids failing to achieve the minimum qualifying score for functionality as indicated in the bid documents will be disqualified from further evaluation.
- 20.2. The bidder will be evaluated based on the proposal submitted which must clearly display compliance with the requirements in the specifications as summarized in Annexure A. Proof of relevant accreditations must be submitted for each criterion as requested, **if such proof is not submitted, the tender will not be evaluated.**
- 20.3. Fifty (50) points are available as indicated in Part 16 of this document: Pre-Qualification Criteria. The bidder must score at least 35 out of 50 points (70%) for functionality criteria in order for the tender to be evaluated further.
- 20.4. The following are the evaluation criteria for functional responsiveness. Bidders must complete the document for Pre-Qualification Criteria for this purpose.

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**20.4.1. Pre-Qualification Criteria**

- 20.4.1.1. Similar experience in prepayment vending systems in years? Contactable reference sites must be submitted with tender.
- 20.4.1.2. Similar vending projects successfully implemented? Contactable reference sites must be submitted with tender.
- 20.4.1.3. Relevant Tertiary Qualifications of Nominated Project Manager: Proof of qualifications to be submitted with tender documents.
- 20.4.1.4. Relevant Tertiary Qualifications of nominated Support Staff : Proof of qualifications to be submitted with tender documents.
- 20.4.1.5. Relevant Experience of Nominated Project Manager: Submit CV of Project Manager
- 20.4.1.6. Relevant Experience of Nominated Support Staff : Submit CV of Nominated Support Staff

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**ANNEXURE A – CRITERIA FOR TECHNICAL RESPONSIVENESS**

Tenders and draft SLA's will be subjected to compliance tests against the under mentioned criteria, which are deemed to be essential for the success of the project. Bidders must respond to the list of requirements by indicating whether the service is offered and complies by indicating **YES or NO**. (Please mark with a "X" where applicable) Non-compliance to any of these requirements might lead to disqualification of the bid.

	Description	Provision of Service			
		YES		NO	
1.	Attachment of full description and technical details of the solutions offered	YES		NO	
2.	Submit a schedule listing clause-by-clause, specific details indicating compliance or non-compliance with the requirements of specifications	YES		NO	
3.	Offer including a fully functional Vending System	YES		NO	
4.	System commissioned within two (2) months of the contract being award (Attach proposed implementation plan)	YES		NO	
5.	Guarantee the systems' functional performance and any upgrades required to correct any system mal-operation will be for the Tenderer's account	YES		NO	
6.	Active Vending System shall be hosted in Hermanus Administration Offices	YES		NO	
7.	Back-up Vending System shall be hosted off site, preferably at suppliers	YES		NO	
8.	Existing on-line vendors which are currently managed by the supplier connect to the Vending System shall remain operational during the installation and commissioning of the new Vending System	YES		NO	
9.	Vending System must be able to vend to all meters installed in the Municipality service area.	YES		NO	
10.	The transfer from the existing system to the new one shall be seamless	YES		NO	
11.	The Vending System offered must be able to interface with applicable DB4 modules, inter alia customer database billing systems etc.	YES		NO	
12.	The Vending System shall have an Application Programme Interface (API) to allow third parties to access the system securely for integration purposes	YES		NO	
13.	It is envisaged that a Geographical Information System will be linked/incorporated into the Vending system in the future. The proposal should describe how the solution would cater for such GIS integration.	YES		NO	
14.	The system operate on a SQL database	YES		NO	
15.	The relational database management system and the system related application operate on any platform to ensure future enterprise scalability, security and flexibility.	YES		NO	
16.	The design of the database shall conforms to the Relational Database Management System (RDBMS) rules as in paragraph 7.1.3	YES		NO	
17.	The database shall allow concurrent users to access data on a central database from various online terminals.	YES		NO	
18.	To ensure data integrity, audit-ability and data completeness the RDBMS shall allow for automated triggers to be set on any database field, prompting for a function to be executed.	YES		NO	
19.	The database shall allow for multi-version consistency. The requirement is that "readers do not block writers and writers do not block readers".	YES		NO	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

	Description	Provision of Service			
		YES		NO	
20.	The database shall not allow the escalation of row locks to page level locks when too many rows on a page are locked.	YES		NO	
21.	The database shall allow the following: <ul style="list-style-type: none"> <li>• Control of sorting.</li> <li>• Control over SQL caching.</li> <li>• Control over storage/space</li> <li>• Range partitioning</li> </ul>	YES		NO	
22.	The database shall support a JAVA database engine, enabling future application integration.	YES		NO	
23.	To negate any significant system overhead, especially in consideration of the diverging business rules for prepayment and associated debt collection Stored Procedures must be pre-compiled before executed.	YES		NO	
24.	The database shall allow the reading of, and writing to, external files via Stored Procedures, ensuring ease of system integration.	YES		NO	
25.	The very latest possible technology, software and platforms shall be used in order to minimise and large upgrades in the near future.	YES		NO	
26.	Tenders shall supply independent, documented proof to substantiate conformance to these aspects	YES		NO	
27.	Generate Reports as requested in paragraph 7.2	YES		NO	
28.	Operating system as requested in paragraph 7.3	YES		NO	
29.	Vending System shall operate on a standard readily available, PC-based machine with no special modifications required to any parts	YES		NO	
30.	The Tenderer shall supply a standard STS security module solution operating with a 16-bit PCI-based PC motherboard	YES		NO	
31.	The Data Model shall be capable of functions as requested in paragraph 7.5	YES		NO	
32.	The system shall allow for the use of thin client technology for the following business logic : <ul style="list-style-type: none"> <li>• Customer Management</li> <li>• Meter Management</li> <li>• Reporting</li> </ul>	YES		NO	
33.	The business logic must in particular include, often used functionality that will allow end-users to view, update and query the system on-line without placing an excessive burden on bandwidth.	YES		NO	
34.	Security as prescribed in paragraph 7.7	YES		NO	
35.	Communication as prescribed in paragraph 7.8	YES		NO	
36.	The system shall have the ability to work online via a scalable message queuing mechanism	YES		NO	
37.	All messages shall be via the self-defining, open document format (Archiving Rules) Vend specification protocol.	YES		NO	
38.	The online transaction processing infrastructure shall have unlimited scalability with hot-swappable redundancy.	YES		NO	
39.	The system shall have an independent profiling application operating at central level that will allow the Municipality to dynamically (as the master database is updated) profile the database according to an unlimited number of views.	YES		NO	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

	Description	Provision of Service			
		YES		NO	
40.	Transaction switching shall be in accordance with Paragraph 7.11	YES		NO	
41.	The software and database shall be able to accommodate, with no special changes other than hardware scaling, more than 30 000 customers through 50 vendors generating a minimum of 50 000 transactions per month with no upper limit restrictions	YES		NO	
42.	The software and database shall have <b>no limitation</b> on the number of named users and workstations it can accommodate	YES		NO	
43.	The system must be a <b>real time system</b>	YES		NO	
44.	The tenderer must indicate how many transactions per second can be processed				
45.	A standard vending operation shall be less than <b>30 seconds</b> from request to completion token printing or programming	YES		NO	
46.	Thin client architecture shall require <b>less than 32kb/sec</b> to be functional over WAN	YES		NO	
47.	The system shall be operational on a 24 x 7 basis	YES		NO	
48.	Standard language available on the system shall be English	YES		NO	
49.	Standard currency available on the system shall be South African Rand/cents. The system shall allow for the configuration and adjustment of multipliers and decimal points	YES		NO	
50.	All transactions shall be atomic to such a nature that taxes, levies, standing charges, arrears and services are all created through individual rows in the database	YES		NO	
51.	Any rounding errors of kWh beyond the first decimal shall be recorded in the database as separate transaction rows to ensure effective reconciliation	YES		NO	
52.	Transaction reversals shall: <b>52.1.</b> be effected with full trace-ability of the reversal; <b>52.2.</b> shall allow for a reason to be supplied; <b>52.3.</b> shall be traceable to an operator; and <b>52.4.</b> shall reverse an entire transaction batch consisting of taxes, levies, auxiliaries and resource amounts.	YES		NO	
53.	The system shall be capable of vending on-line and offline to all prepayment meters (proprietary and STS) in the Municipality's area of electricity supply.	YES		NO	
54.	The system shall be capable of vending on-line and offline engineering tokens	YES		NO	
55.	The system shall be capable of vending free electricity grants.	YES		NO	
56.	The system shall be capable of collecting arrears.	YES		NO	
57.	The system shall be certified by the STS association as being <i>Vending, Engineering and Key Change Management</i> compliant	YES		NO	
58.	The system shall have ability to look up the localized: <b>58.1.</b> transaction history, <b>58.2.</b> free units, <b>58.3.</b> replacement tokens, <b>58.4.</b> engineering tokens, and <b>58.5.</b> arrear payments of a relevant consumer subject to appropriate security	YES		NO	
59.	The system shall have the ability to calculate and display cash change to the vendor	YES		NO	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

	Description	Provision of Service			
		YES		NO	
60.	The system shall allow for the definition of independent banking batches, sales batches and shift batches to accommodate various levels of operators	YES		NO	
61.	The system shall allow for both upfront and deposit-based credit management mechanisms. In the case of upfront vending, vendors shall have pre-defined, credit limits which can be replenished, limiting the exposure at certain outlets. The option shall exist to update credit limits automatically or manually	YES		NO	
62.	Tokens and receipts shall be contained in customizable templates that shall be customized at will by the Municipality. The default templates shall also be kept on the system	YES		NO	
63.	It shall be possible to print a message on the token of at least 400 characters, which can be customer specific, or a general message to all customers	YES		NO	
64.	It shall be possible to automatically print a message on the token advising the customer of any problems, (e.g. an RD cheque, outstanding or insufficient funds tendered)	YES		NO	
65.	The system shall have the ability to collect multiple categories of arrears from the consumer as set out in paragraph 8.3.4.	YES		NO	
66.	The system shall have the ability to accommodate tariffs as set out in paragraph 8.3.5.	YES		NO	
67.	The vending system shall be capable of supporting the payment system as set out in paragraph 8.3.6.	YES		NO	
68.	The tenderer shall be responsible for the vendor management as set out in paragraph 8.4	YES		NO	
69.	The system shall have the ability for meter management as set out in paragraph 8.5.	YES		NO	
70.	The system shall allow for the generation of the reporting as set out in paragraph 8.6.	YES		NO	
71.	The system shall allow workflow management as set out in paragraph 8.7	YES		NO	
72.	DB4 and Vending system interfaces as per paragraph 9	YES		NO	
73.	The system testing will be in accordance with paragraph 10	YES		NO	
74.	Migration of Data and commissioning of new system as per paragraph 11	YES		NO	
75.	System could handle alternative vending options as set out in paragraph 13. Attach list if more options	YES		NO	
76.	The system shall support an mobile engineering client as set out in paragraph 14	YES		NO	
77.	Management of Vendors by Suppliers as per paragraph 15	YES		NO	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			





<b>16. PRE-QUALIFICATION CRITERIA</b>
---------------------------------------

1. Fifty (50) points are available as indicated in the table below. The bidder must score at least 35 out of 50 points (70%) for functionality criteria in order for the tender to be evaluated further.
2. The following are the evaluation criteria for functional responsiveness. Bidders must complete the document for Pre-Qualification Criteria for this purpose.

	CRITERIA	Maximum Points Attainable	Points Claimed	Points Attained
<b>1.</b>	<b>Similar experience in prepayment vending systems in years?</b>	<b>10</b>		
1.1.	One (1) point for every two years' experience with similar vending systems	10		
	<b>Contactable reference sites must be submitted with tender.</b>			
<b>2.</b>	<b>Similar vending projects successfully implemented?</b>	<b>10</b>		
2.1.	One (1) point for every project successfully implemented	10		
	<b>Contactable reference sites must be submitted with tender.</b>			
<b>3.</b>	<b>Relevant Tertiary Qualifications of Nominated Project Manager:</b>	<b>10</b>		
3.1.	Qualifications NQF7 or higher	10		
3.2.	At least a National Diploma or similar qualification (NQF 6)	5		
3.3.	Qualifications lower than NQF 6	0		
	<b>Proof of qualifications to be submitted with tender documents.</b>			
<b>4.</b>	<b>Relevant Tertiary Qualifications of nominated Support Staff :</b>	<b>10</b>		
4.1.	Qualifications NQF7 or higher	10		
4.2.	At least a National Diploma or similar qualification (NQF 6)	8		
4.3.	A Qualification on a NQF5	5		
4.4.	Qualifications lower than NQF5	0		
	<b>Proof of qualifications to be submitted with tender documents.</b>			
<b>5.</b>	<b>Relevant Experience of Nominated Project Manager:</b>	<b>5</b>		
5.1.	One (1) point for every two years' experience with similar vending systems	5		
	<b>Submit CV of Project Manager</b>			
<b>6.</b>	<b>Relevant Experience of Nominated Support Staff :</b>	<b>5</b>		
6.1.	One (1) point for every one year experience with similar vending systems	5		
	<b>Submit CV of Nominated Support Staff</b>			
	<b>TOTAL</b>	<b>100</b>		

SIGNATURE (Bidder)		<b>FOR OFFICE USE ONLY:</b>	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	



**17. PRICING SCHEDULE**

**NOTE:**

1. Document **MUST** be completed in non-erasable black ink.
2. **NO** correction fluid/tape may be used.
3. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.

I / We \_\_\_\_\_  
 (full name of Bidder) the undersigned in my capacity as \_\_\_\_\_  
 of the firm \_\_\_\_\_

hereby offer to Overstrand Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Overstrand Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

**PRICING SCHEDULE:**

(a) Once-off costs		
Item Description	Price (EXCLUDING VAT)	Price (INCLUDING VAT)
<b>1. System Setup and Training Cost</b>		
1.1. System set-up (including training)		
1.2. Interface with DB4		
<b>Total</b>		

(b) Variable Costs		
Item Description	Fixed Rate (EXCLUDING VAT)	Fixed Rate (INCLUDING VAT)
<b>2. Software (a rate per month, including monthly management and back-up vending fee)</b>		
2.1. Total Monthly License Fee		
2.2. Back-up Vending Disaster Management, including reports		

SIGNATURE (Bidder)		<b>FOR OFFICE USE ONLY:</b>	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	



<b>(b) Variable Costs</b>		
<b>Item Description</b>	<b>Fixed Rate (EXCLUDING VAT)</b>	<b>Fixed Rate (INCLUDING VAT)</b>
<b>3. Vending</b>		
3.1. Transaction Fee - per cash vending transaction		
3.2. Transaction Fee - per credit/debit card vending transaction		
3.3. Transaction Fee - per internet vending transaction		
3.4. Free Basic (50 kWh) Electricity Transaction Fee (per vending transaction)		
<b>4. Bank Charges</b>		
4.1. Banking Fees		
4.2. Credit Card		
<b>5. Support Costs</b>		
5.1. Rate per call out – All Inclusive		

SIGNATURE (Bidder)		<b>FOR OFFICE USE ONLY:</b>	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	



**18. MBD 7.2 – CONTRACT FORM – RENDERING OF SERVICES**

**NOTE:**

1. This form must be completed in duplicate by both the successful bidder (Part 1) and the purchaser (Part 2). Both forms must be signed in the original so that the successful bidder and the purchaser will be in possession of originally signed contracts for their respective records.
2. NO correction fluid/tape may be used.
3. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.

**PART 1 (to be completed by the TENDERER)**

1. I hereby undertake to render services described in the attached bidding documents to **Overstrand Municipality**, in accordance with the requirements and task directives / proposals specifications stipulated in Tender Number **SC1601/2015: PROVISION AND ADMINISTRATION OF AN ELECTRICITY PREPAYMENT VENDING SYSTEM FOR A CONTRACT PERIOD ENDING 20 JUNE 2018**, at the price(s) as per the pricing schedule above.
2. My offer(s) remain(s) binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
3. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - Bidding documents, viz
  - (a) Invitation to bid
  - (b) Tax clearance certificate
  - (c) Pricing schedule(s)
  - (d) Filled in task directive/proposal
  - (e) Preference claims in terms of the Preferential Procurement Regulations 2011
  - (f) Declaration of interest
  - (g) Special Conditions of Contract; and
  - (h) General Conditions of Contract.
4. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
5. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1:		WITNESS 2:	
DATE:			



**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (to be completed by OVERSTRAND MUNICIPALITY)**

1. I, \_\_\_\_\_,  
 in my capacity as \_\_\_\_\_,  
 accept your bid under reference number \_\_\_\_\_ dated \_\_\_\_\_,  
 for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.
4. I confirm that I am duly authorised to sign this contract.

SIGNED AT \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

<b>TO BE COMPLETED BY THE OVERSTRAND MUNICIPALITY</b>		
SIGNATURE:		<b>OFFICIAL STAMP:</b>
NAME (PRINT):		
WITNESS 1:		
WITNESS 2:		

**19. DECLARATION BY TENDERER**

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of \*my / our tender and that I / we elect *domicillium citandi et executandi* (physical address at which legal proceedings may be instituted) in the Republic at:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I / We accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfillment of this contract.

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	



## PART C – DATABASE REGISTRATION

<b>A</b>	<b>If you are a bidder, DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, COMPLETE THIS SECTION</b>		
<b>SCM DATABASE REGISTRATION NUMBER</b>		<b>SC</b>	
<b>NAME OF FIRM</b>			
<b>SIGNATURE</b>		<b>CAPACITY</b>	
<b>NAME (PRINT)</b>			

<b>B</b>	<b>If you are a bidder, NOT DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, it is compulsory to complete and attach the following forms:</b>		
1	Database Registration Form		
2	Questionnaire For Preferential Procurement Policy		
3	Declaration By Supplier		
4	National Small Business Act No. 102 Of 1996 Classification		
5	Documents Required		
6	Nature Of Operations, Products Or Services		
7	Credit Order Instruction		



**FOR OFFICE USE ONLY**

<b>FORMS REMOVED &amp; HANDED TO DATABASE OFFICIAL</b>					
<b>1</b>	<b>Database Registration Form</b>	Yes		No	
<b>2</b>	<b>Questionnaire For Preferential Procurement Policy</b>	Yes		No	
2.1	BBBEE Certificate / Letter from Auditor				
<b>3</b>	<b>Declaration By Supplier</b>	Yes		No	
<b>4</b>	<b>National Small Business Act No. 102 Of 1996 Classification</b>	Yes		No	
<b>5</b>	<b>Nature Of Operations, Products Or Services</b>	Yes		No	
<b>6</b>	<b>Credit Order Instruction</b>	Yes		No	
<b>7</b>	<b>Documents Required:</b>				
7.1	Copy of Company Registration Documentation	Yes		No	
7.2	Tax Clearance Certificate	Yes		No	
7.3	PAYE	Yes		No	
7.4	UIF Certificate / proof	Yes		No	
7.5	WCA Certificate / Letter of Good Standing	Yes		No	
7.6	Copies of ID documents of Directors / Members / Shareholders / Partners.	Yes		No	
<b>8.</b>	<b>LIST ANY OTHER FORMS REMOVED AND SUBMITTED TO DATABASE OFFICIAL:</b>				
<i>I confirm that I have removed the forms as indicated above from the tender document and forwarded it to the Supplier Database Official</i>					
	<b>Removed</b>	<b>Checked</b>			
<b>Print Name</b>					
<b>Signature</b>					
<b>Date</b>					





**PREFERENTIAL PROCUREMENT REGULATIONS 2011**

**(a) POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

i. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- ii. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- iii. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- iv. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- v. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- vi. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- vii. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- viii. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**(b) BID DECLARATION**

i. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

i. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1	
1.	B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate
2.	Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)

*(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).*

3	Persentasie aandeelhouing van persone geklassifiseer as <b>jeug</b> . (18 – 35 Jaar oud) / Percentage of shareholding of persons in the business classified as <b>youth</b> . (18 – 35 Years old) / Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwa ngokuba <b>lulutsha</b> (18 – 35 Yeminyaka)	%
4	Is u besigheid geleë binne die jurisdiksie van die munisipaliteit ?	In/Ngaphakathi
	Is your business established within the area of jurisdiction of the Municipality? Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili?	Uit/Out/Ngaphandle

Hiermee sertifiseer ek/ons die ondergetekende en die getuienisse dat bogenoemde inligting korrek is. / I/We hereby certify that the abovementioned information is correct signed by myself/ourselves and the witnesses. / Mna/Thina siqinisekisa ukuba ezi nkukacha zingasentla zilungile kwaye zisayinwe ndim/sithi kunye namangqina

<b>Handtekening / Signature / Osayinileyo</b>	<b>Getuie / As Witness / Njengengqina</b>



**DECLARATION BY SUPPLIER**

1. This document serves as a declaration to be used by the municipality 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. No Registration will be accepted from persons in the service of the state\*.

2.(a) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

2.(b) The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:

- (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
- (ii) been convicted for fraud or corruption during the past five years;
- (iii) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
- (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or
- (v) 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).

3.	In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.			
3.1	Print full Name:			
3.2	Company/CC Registration or ID Number:			
3.3	Are you presently <i>in the service of the state</i> ? *	YES	NO	
3.3.1	If so, furnish particulars.			
3.4	Have you been <i>in the service of the state</i> for the past twelve months?	YES	NO	
3.4.1	If so, furnish particulars.			
3.5	Do you, have any relationship (family, friend, other) with persons <i>in the service of the state</i> and who may be involved with the evaluation and or adjudication of any prospective bid?	YES	NO	
3.5.1	If so, furnish particulars.			
3.6	Are you, aware of any relationship (family, friend, other) between a supplier and any persons <i>in the service of the state</i> who may be involved with the evaluation and or adjudication of any bid?	YES	NO	
3.6.1	If so, furnish particulars.			
3.7	Are any of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES	NO	
3.7.1	If so, furnish particulars.			
3.8	Is any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES	NO	
3.8.1	If so, furnish particulars.			
3.9	Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?	YES	NO	
3.9.1	If so, furnish particulars.			



<b>3.10</b>	Is the supplier 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)?	YES		NO	
<b>3.10.1</b>	<b>If so, furnish particulars.</b>				
<b>3.11</b>	Was the supplier 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		NO	
<b>3.11.1</b>	<b>If so, furnish particulars.</b>				
<b>3.12</b>	Does the supplier 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		NO	
<b>3.12.1</b>	<b>If so, furnish particulars.</b>				
<b>3.13</b>	Was any contract between the supplier 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		NO	
<b>3.13.1</b>	<b>If so, furnish particulars.</b>				

**CERTIFICATION**

I, THE UNDERSIGNED, \_\_\_\_\_, 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.

<b>Signature</b>	<b>Position</b>	<b>Date</b>

- \* MSCM Regulations: "in the service of the state" means to be –
6. a member of –
    - 6.1. any municipal council;
    - 6.2. any provincial legislature; or
    - 6.3. the national Assembly or the national Council of provinces;
  7. a member of the board of directors of any municipal entity;
  8. an official of any municipality or municipal entity;
  9. 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);
  10. a member of the accounting authority of any national or provincial public entity; or
  11. an employee of Parliament or a provincial legislature.

<p style="text-align: center;"><b>COMMISSIONER OF OATHS</b></p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20____,</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p><b>COMMISSIONER OF OATHS:-</b></p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p><b>Apply official stamp of authority on this page:</b></p>
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**ETHICS COMMITMENT FOR SUPPLIERS OF THE OVERSTRAND LOCAL MUNICIPALITY**

**In our dealings with the Overstrand Local Municipality we commit to uphold high standards of ethics. Among other things this means:**

- We will be honest and deal in good faith;
- We will not improperly try to influence any municipal official or decision; We will avoid all conflicts of interest;
- We will not engage in any form of corruption (e.g. paying bribes, giving kickbacks); We will not give gifts to municipal officials or councillors;
- We will not be involved in collusion with other service providers (i.e. price-fixing);
- We will ensure that all information we submit to the municipality is accurate and truthful (e.g. we will not engage in B-BBEE fronting).
- We will ensure and take accountability to keep our database records up to date, avoiding misrepresentation.
- We will ensure to comply with legislative requirements applicable.
- We will inform the Overstrand of any unethical behaviour known, either from other suppliers or Overstrand officials, supported by the protection of our Whistle Blowing policy.
- We will contribute by all means necessary, in building a positive ethical culture in the Overstrand.

**This is our commitment to help build an ethical Overstrand.**

<b>Name of Company:</b>	
<b>Name of authorised person:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## National Small Business Act No. 102 of 1996 Classification

1. Indicate your Economic Sector - Give full description in 1.4 on page 1		2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.				
Sector or sub-sectors in accordance with the Standard Industrial Classification		Size of class	Total full-time equivalent of paid employees Less than:	Total annual turnover Less than:	Total gross asset value (fixed property excluded) Less than:	Indicate the category of your business "X"
Please indicate your Sector	"X"	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
<b>All Tiers of Government</b> 00001 - 09999		Medium	100	R 5 m	R 5 m	
<b>Agriculture</b> 11001 - 14999		Small	50	R 3 m	R 3 m	
<b>Mining and Quarrying</b> 21001 - 29999		Very small	10	R 0.50 m	R 0.50 m	
<b>Manufacturing</b> 30001 - 39999		Micro	5	R 0.20 m	R 0.10 m	
<b>Electricity, Gas and Water</b> 41001 - 42999		Medium	200	R 39 m	R 23 m	
<b>Construction</b> 50001 - 50999		Small	50	R 10 m	R 6 m	
<b>Wholesale Trade, Commercial Agents and Allied Services</b> 58001 - 61999		Very small	20	R 4 m	R 2 m	
<b>Retail and Motor Trade and Repair Services</b> 62101 - 63500		Micro	5	R 0.20 m	R 0.10 m	
<b>Catering, Accommodation and other Trade</b> 64101 - 64299		Medium	200	R 51 m	R 19 m	
<b>Transport, Storage and Communications</b> 71001 - 75999		Small	50	R 13 m	R 5 m	
<b>Finance and Business Services</b> 81001 - 88999		Very small	20	R 5 m	R 2 m	
<b>Community, Social and Personal Services</b> 91001 - 99999		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 26 m	R 5 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 64 m	R 10 m	
		Small	50	R 32 m	R 5 m	
		Very small	20	R 6 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 39 m	R 6 m	
		Small	50	R 19 m	R 3 m	
		Very small	20	R 4 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 13 m	R 3 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 1.50 m	R 0.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 26 m	R 6 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 26 m	R 5 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 13 m	R 6 m	
		Small	50	R 6 m	R 3 m	
		Very small	20	R 1 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	

**NATURE OF OPERATIONS, PRODUCTS OR SERVICES**

Please list the products/services provided by your enterprise under the appropriate headings. Indicate the PRIMARY and/or SECONDARY function applicable to your business by ticking the appropriate box  and (i.e. nature of operations, products or services):

PRIMARY FUNCTION:		SECONDARY FUNCTION:	
<b>PRODUCTS</b>	<input type="checkbox"/>	<b>PRODUCTS</b>	<input type="checkbox"/>
<b>SERVICES</b>	<input type="checkbox"/>	<b>SERVICES</b>	<input type="checkbox"/>
<b>LABOUR</b>	<input type="checkbox"/>	<b>LABOUR</b>	<input type="checkbox"/>
<b>EQUIPMENT</b>	<input type="checkbox"/>	<b>EQUIPMENT</b>	<input type="checkbox"/>

**KREDIETBEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION / UMYALELO NGOTYALO MALI**

Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorplasinge te vereffen. Verskaf mee- gaande inligting en verkry asb. U bankiers se bevestiging.	It is the policy of the Overstrand Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.	Yinkqubo kaMasipala wesithili saseOverstrand ukuhlawula abo kufuneka bebahlawule ngokufaka imali ebhankini.Nceda ke ngoko uzalise olu xwebhu lungezantsi ngeenkukacha zakho ucele ibhanki yakho ukuba yenze isiqinisekiso sezi nkukacha.
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BESONDERHEDE VAN FIRMA/INSTANSIE / DETAILS OF FIRM/INSTITUTION / IINKCUKACHA ZEFEMU/IZIKO:	
Naam / Name / Igama	
Adres / Address / Idile- si	

BESONDERHEDE VAN MY/ONS BANKREKENING IS AS VOLG / DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS / IINKCUKACHA ZEBHANKI YAM ZIMI NGOLU HLOBO:	
NAAM VAN BANK / NAME OF BANK / IGAMA LEBHANKI	
NAAM VAN TAK / NAME OF BRANCH / IGAMA LESEBE LEBHANKI	
REKENING NR / ACCOUNT NO / INOMBOLO YE_AKHAWUNTI	
TAKKODE / BRANCH CODE / IKHOWUDI YESEBE	
TIPE REKENING / TYPE OF ACCOUNT / UHLOBO LWE_AKHAWUNTI	

1 = Tjekrekening Cheque Account I-akhawunti yetshekhi	2 = Transmissierekening Transmission Account I-akhawunti vokuqithisela	3 = Spaarrekening Savings Account I-akhawunti yemali eqiniweyo
4 = Verbandrekening Bond Account I-akhawunti yebhondi	5 = (Nie in gebruik) (Not in use) Avisetvenziswai	6 = Subskripsieaandeelrekening Subscription Share Account I-akhawunti vomrhumo wezabelo

Ek/ons versoek en magtig hiermee die Overstrand Munisipaliteit om enige bedrae wat my/ons mag toeval, in my/ons bankrekening te krediteer. Ek/ons verstaan dat 'n betalingsadvies deur die Overstrand Munisipaliteit in die normale wyse verskaf sal word wat die datum sal aantoon wanneer die fondse beskikbaar sal wees, asook besonderhede van die betaling. Ek/ons onderneem verder om die Overstrand Munisipaliteit vroegetydig in kennis te stel van enige verandering in my/ons bankbesonderhede en erken dat hierdie magtiging slegs deur my/ons met dertig dae kennis gekanselleer kan word deur middel van voorafbetaalde geregistreerde pos.	I/we hereby request and authorise the Overstrand Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account. I/we understand that a payment advice will be supplied by the Overstrand Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment. I/we further undertake to inform the Overstrand 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.	Mna/Thina sicela/sigunyazisa uMasipala Wesithili sase-Overstrand ukuba ahlawule yonke imali eziimfanelo zam/zethu kwi-akhawunti yebhanki yam/yethu. Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso siqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkcukacha zentlawulo. Ndi/Siya kumazisa umasipala xa iinkcukacha zebhanki yam zitshintshile kwaye ndiza kubanika isaziso seentsu-ku ezingama-30 ndisithumele ngeleta erejistarishiweyo.
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GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / USAYINO OLOGUNYAZISIWEYO	
VOORLETTERS EN VAN / INITIALS AND SUR-NAME / OONOBUMBA BOKUQALA BEGAMA KUNYE NEFANI	
TELEFOONNOMMER / TELEPHONE NUMBER / INOMBOLO YEFOWUNI	DATUM / DATE / UMHLA

VIR BANKGEBRUIK ALLEENLIK / FOR BANK USE ONLY / KUSETYENZISWA YIBHANKI KUPHELA	
Ek/ons sertifiseer hiermee dat die besonderhede van ons kliënt se bankrekening soos aangedui op die krediet bevel instruksie korrek is: I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct. -Ndi/Siqinisekisa ukuba iinkcukacha zabaxhasi bethu ezibhalwe kwimiyalelo yokudiphozitha imali ilungile	AMPTELIKE DATUMSTEMPEL / OFFICIAL DATE STAMP / -ISITAMPU SOMHLA ESISESIKWENI:
GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / - Usayino olugunyazisiweyo	

**DOCUMENTS REQUIRED**

DOCUMENTS REQUIRED	SOLE PROPRIETOR	CC'S AND PRIVATE COMPANIES	PARTNER-SHIPS	PUBLIC COMPANY	BUSINESS TRUST	NON PROFIT ORGANIZATIONS (NPO)	WHERE TO GET DOCUMENTS
<b>COMPANY REGISTRATION CERTIFIED COPIES</b>	N/A	Certificate of incorporation CK1/CK2	Partnership agreement	Certificate of Incorporation CM3	Trust agreement	Certificate of Incorporation Section 21	Registrar of CC's & Companies
<b>PROOF OF OWNERSHIP CERTIFIED COPIES</b>	N/A	Shareholding CK1/CK2	Partnership agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter no shareholding	Registrar of CC'S & Companies
<b>PROOF OF BANKING</b>	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Branch of bank at which Account is.
<b>TAX CLEARANCE CERTIFICATE</b>	For the Owner or the business	For the company / cc	For each individual shareholder	For the company	For the trust	For the NPO	SARS
<b>P.A.Y.E</b>	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	SARS
<b>VAT REGISTRATION</b>	Yes	Yes	Yes	Yes	Yes	Yes	SARS
<b>U.I.F Certificate</b>	YES	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
<b>Workman's Compensation</b>	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
<b>Security Officer's Board</b>	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	Security Service Regulatory Authority
<b>Proof of Disability</b>	If owner is disabled	If Shareholder is disable	If Shareholder is disabled	If Shareholder is disable	If Shareholder is disable	If Shareholder is disabled	
<b>Proof of Identity CERTIFIED</b>	Owner	Directors / Members	Partners	Directors	Trustees	Directors	

**FOR OFFICE USE ONLY:**

<b>BUSINESS NAME</b>			
<b>DATE RECEIVED</b>		<b>DATE CAPTURED</b>	
<b>ACCEPTED</b>			
<b>DATABASE REGISTRATION NUMBER</b>			