

MUNISIPALITEIT
VAN
PRINS ALBERT

Rig alle korrespondensie aan:
DIE MUNISIPALE BESTUURDER
Privaatsak X53, Prins Albert, 6930

E-Pos / E-Mail: scm@pamun.gov.za



MUNICIPALITY
OF
PRINCE ALBERT

Address all correspondence to:
THE MUNICIPAL MANAGER
Private Bag X53, Prince Albert, 6930

Tel: 023-541 1036, Fax: 023-541 1035

TENDER DOCUMENT

| | | | |
|--|--------------|---|----------------------|
| TENDER NUMBER | | 43 / 2021 | |
| TENDER DESCRIPTION | | SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT PERIOD OF THREE (3) YEARS, FOR THE PRINCE ALBERT MUNICIPALITY. | |
| CLOSING TIME: | 13H30 | CLOSING DATE: | 12 APRIL 2021 |
| Tender Box at: Administration Building Prince Albert Municipality 33 Church Street Prince Albert 6930 | | NB: 1. All bids must be submitted on the official forms – (not to be re-typed) 2. Bids must be completed in black ink in writing. 3. No bids will be considered from persons in the service of the State. | |
| Name of Bidder: | | | |
| Tendered Amount: | | | |
| B-BEE Status level of Contribution | | | |
| Preference Points claimed: | | | |
| CSD Supplier Number: | | | |
| CSD Unique reference number: | | | |
| Signature of Prince Albert Municipality officials at Tender Opening: | | 1. | |
| | | 2. | |

NB:
B-BBEE certificates submitted with the bid document **MUST** be **VALID ORIGINAL BBEE CERTIFICATES** or **VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES**

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CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

| | | | | |
|---|-----|--|----|--|
| Authority to Sign a Bid – is the form duly completed and is a certified copy of the resolution attached? | YES | | NO | |
| MBD 2 (Tax Clearance Certificate) – is an ORIGINAL and VALID Clearance Certificate attached? | YES | | NO | |
| Pre-Qualification Criteria – Is the form duly completed and signed? | YES | | NO | |
| Specifications – Is the form duly completed and signed? | YES | | NO | |
| MBD 3.1 (Pricing schedule) – Is the form duly completed and signed? | YES | | NO | |
| MBD 5 (Declaration for Procurement above R 10 million) – Is the form duly completed and signed? | YES | | NO | |
| MBD 6.1 (Preference Points claim for purchases/services) – Is the form duly completed and signed? Is a CERTIFIED copy of the B-BBEE Certificate or the original B-BBEE Certificate attached? | YES | | NO | |
| MBD 6.2 (Declaration for Local Production and Content) – Is the form duly completed and signed? Are the relevant annexures (C, D & E) completed and submitted with this bid? | YES | | NO | |
| MBD 7.1 (Contract form – Purchase of Goods / Works) – Is the form duly completed and signed? | YES | | NO | |
| MBD 7.2 (Contract form – Rendering of services) – Is the form duly completed and signed? | YES | | NO | |
| MBD 7.3 (Contract form – Sale of Goods / Works) – Is the form duly completed and signed? | YES | | NO | |
| MBD 8 (Declaration of Past Supply Chain Practices) – Is the form duly completed and signed? | YES | | NO | |
| MBD 9 (Certificate of Independent Bid Determination) – Is the form duly completed and signed? | YES | | NO | |
| MBD 15 (Certificate of Payment of Municipal Accounts) – Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested? | YES | | NO | |
| DATA BASE REGISTRATION – Is the form duly completed and signed? Are ALL the supporting documents attached? | YES | | NO | |

MBD 1

| PRINCE ALBERT MUNICIPALITY TENDER NOTICE AND INVITATION TO BID DETAILS OF TENDERER | | | | | | | |
|--|--|-------------|--|--------------------------|--|------|----|
| NAME OF BIDDER: | | | | | | | |
| TRADING AS: (if different from above): | | | | | | | |
| STREET ADDRESS: | | | | | | | |
| | | City / Town | | | | Code | |
| POSTAL ADDRESS: | | | | | | | |
| | | City / Town | | | | Code | |
| CONTACT PERSON: | | | | | | | |
| ENTERPRISE REGISTRATION NUMBER | | | | CIDB CRS NUMBER: | | | |
| TCS PIN: | | | | FACSIMILE NUMBER: | | | |
| EMAIL ADDRESS: | | | | | | | |
| TELEPHONE NUMBER: | | | | CELLPHONE NUMBER: | | | |
| HAS TAX COMPLIANCE STATUS PIN BEEN ATTACHED? | | | | | | YES | NO |
| HAS AN ORIGINAL OR CERTIFIED COPY OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED (MBD 6.1)? | | | | | | YES | NO |
| HAS THE DELCARATION BEEN COMPLETED AND CURRENT, ORIGINAL OR CERTIFIED MUNICIPAL ACCOUNTS BEEN ATTACHED? | | | | | | YES | NO |
| DECLARATION | | | | | | | |
| I am duly authorised to represent the tenderer for the purpose of this tender and hereby tender to supply all or any of the goods and/or render all or any of the services described in the attached document to the Prince Albert Municipality on the terms and conditions stipulated in this tender document and in accordance with the specification stipulated in the tender document. | | | | | | | |
| NAME (PRINT): | | | | SIGNATURE: | | | |
| CAPACITY: | | | | DATE: | | | |

MBD 1

| | | | |
|---|--|------------------|--------------------|
|  | PRINCE ALBERT MUNICIPALITY | | |
| | TENDER NOTICE AND INVITATION TO BID | | |
| | NOTICE NR: | 43 / 2021 | DEPARTMENT: |
| ADVERTISED IN: | Municipal Website, Die Burger Newspaper, Notice Boards | | |
| DATE PUBLISHED: | 20 March 2021 | | |
| BID NUMBER: | 43 / 2021 | | |
| BIDS ARE HEREBY INVITED FOR: (Tender Description): | SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT PERIOD OF THREE (3) YEARS, FOR THE PRINCE ALBERT MUNICIPALITY. | | |
| CLOSING DATE & TIME: | 12 April 2021 @ 13h30 | | |
| EVALUATION OF TENDERS: | Tenders shall be evaluated in terms of the Prince Albert Municipality Supply Chain Management Policy incorporating the Preferential Procurement Policy Framework Act, 2000. Bidders may claim preference points in terms of their B-BBEE status level of contribution. | | |
| APPLICABLE PREFERENTIAL PROCUREMENT POINTS SYSTEM: | 80 / 20 | | |
| LOCAL PRODUCTION AND CONTENT REQUIREMENT: | Local production and content are not applicable on this bid. | | |
| CIDB REQUIREMENT: | Not applicable on this bid | | |
| TENDER VALIDITY PERIOD: | <p style="text-align: center;">90 Days</p> Notwithstanding the period for validity of bids as set be deemed to remain valid until formal acceptance by the Prince Albert Municipality of an offer at any time after the expiry of the original validity period, unless the Prince Albert Municipality is notified in writing of anything to the contrary including any further conditions) by the bidder. | | |

| | | | |
|---|---|---|------------------------------------|
| <p>COMPULSORY BRIEFING SESSION:</p> | <p>A compulsory tender clarification will be held as follow: DATE: 25 March 2021 VENUE: Municipal Council Chambers (Administration Building, 33 Church Street, Prince Albert, 6930) TIME: 11h00</p> | | |
| <p>OPENING OF BIDS</p> | <p>Bids will be opened immediately thereafter, in public, at the Prince Albert Municipality Council Chambers: (Administration Building, 33 Church Street, Prince Albert, 6930)</p> | | |
| <p>AVAILABILITY OF BID DOCUMENTS: Tender Documents will be available at no charge from the Prince Albert Municipality at the Technical Department (Website navigation is as follow: Procurement – Tenders/Quotations available).</p> | | | |
| <p>Alternatively, print Copies of the Tender Documents will be available as from 07h30 and thereafter on weekday from 07h30 until 15h30, at Prince Albert Municipality: Supply Chain Management Unit, Finance Building, 23 Church Street, Prince, Albert, at a non-refundable fee, payable to a cashier at Prince Albert Municipality, 23 Church Street, Prince Albert, 6930.</p> | <p>The fee may also be transferred via EFT to: Prince Albert Municipality (Current Account) ABSA Bank Prince Albert Account nr: 26-4056-0064 Branch Code: 632005. Proof of payment will be required upon collection of the tender documents. Bid Number to be used as payment reference with name of payee. Tender Document reference number: Tender 43/2021 and Company Name</p> | | |
| <p>Date available:</p> | <p>23 MARCH 2021</p> | <p>Non-refundable Documentation fee:</p> | <p>R 400.00 (Incl. VAT)</p> |
| <p>Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Tender Box, at the Administration Building of the Prince Albert Municipality, 33 Church Street, Prince Albert. 6930.</p> <p>Bids may only be submitted on the bid documentation that is issued.</p> <p>This bid is not subject to Local Production and Content.</p> <p>The evaluation of this bid will be subjected to functionality scoring. Tenderers must achieve a minimum functionality score of 35 out of 50 points (70%) for functionality in order to be evaluated further. Bids that do not meet the minimum functionality criteria will be regarded as non-responsive. The functionality criteria and weighting are set out in the tender document.</p> <p>Bids will be evaluated according to the 80/20 points system. The bids are subject to the Preferential Procurement Policy Framework Act 2000 and the Council's Supply Chain Management Policy.</p> <p>The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.</p> <p>Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database as well as the Central Supplier Database (CSD). Application forms are obtainable from the official website (www.pamun.gov.za) and registration at the CSD at https://secure.csd.gov.za .</p> | | | |

| ANY ENQUIRIES REGARDING <u>TECHNICAL / SPECIFICATION RELATED INFORMATION</u> MAY BE DIRECTED TO: | | ANY ENQUIRIES REGARDING THE <u>SUPPLY CHAIN MANAGEMENT PROCESS / BIDDING DOCUMENTS</u> MAY BE DIRECTED TO: | |
|---|--|--|--|
| Section: | Financial Services | Section: | Supply Chain Management |
| Contact person: | Mr. David-Leigh Willemse (Supply Chain Management) | Contact person: | Christa Baadjies |
| Tel: | 023 541 1036 / 082 895 9261 | Tel: | 023 541 1036 |
| Email: | willemsed@pamun.gov.za | Email: | scm@pamun.gov.za |

Authorized by:



ANNELEEN VORSTER
Municipal Manager
20 March 2021

| PRINCE ALBERT MUNICIPALITY | |
|--|---|
| TAX CLEARANCE CERTIFICATE REQUIREMENTS | |
| It is a condition of tender that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations, before an award may be considered. | |
| 1. | In order to meet this requirement bidders are required to complete in full the form TCC 001 “ <i>Application for a Tax Clearance Certificate</i> ” 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. | Copies of the TCC 001 “ <i>Application for a Tax Clearance Certificate</i> ” form are available from any SARS branch office nationally or on the website www.sars.gov.za . |
| 3. | 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. |
| 4. | The original Tax Clearance Certificate and Tax Status Pin must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate and the tax status pin will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable. |
| 5. | In bids where Consortia / Joint ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate. |
| 6. | Applications for 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-Filers through the website www.sars.gov.za . |

PRINCE ALBERT MUNICIPALITY



TENDER 43 / 2021

SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT PERIOD OF THREE (3) YEARS, FOR THE PRINCE ALBERT MUNICIPALITY.

Tender Specifications:

1. GENERAL

Tenders are invited for the design, supply, delivery and installation of an Electronic Records, Document and Workflow System for Prince Albert for a period of 3 years, from 01 July 2021 until 30 June 2024. Prospective Bidders must familiarise themselves with the unique environment of the Municipality with special reference to capacity, internal processes, needs for training and support in respect of implementation etc.

Conditions:

- a) Bids shall remain valid for **90 days** after the tender closure date.
- b) All prices must be **VAT inclusive**.
- c) This tender is subject to functionality scoring.
- d) Notwithstanding any other requirements the following documentation must also be submitted as part of the tender:
 - Letter of Authority;
 - Company Registration Certificate;
 - Ownership Certificate & Change of Name Certificate;
- e) In the case of a Trust, Consortium or Joint venture the following will apply:
 - The Trust, Consortium or Joint venture agreement must be submitted as part of the bid documents;
 - No amendments to Trust, Consortium or Joint venture agreement may be made without the prior approval of the Municipality; if not accepted by the Municipality and the Trust, Consortium or Joint venture continue without

approval the Trust, Consortium or Joint venture contract can be cancelled as if poor performance had taken place;

- The Trust, Consortium or Joint venture will only qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits, together with the submission of the bid, their B-BBEE status level certificate issued in the name of the Trust, Consortium or Joint venture.
- All members of the Trust, Consortium or Joint venture must submit, with the bid documents:
 - A valid tax clearance certificate or SARS tax pin, individually;
 - an agreement that clearly provides clarity of Profit and liability sharing; and
 - a resolution taken by the board of directors of the Consortium or Joint venture and other information that agrees with the Trust, Consortium or Joint venture agreement as detailed in annexure A (pages 75 - 77).
- For the evaluation of functionality regarding a Consortium or Joint venture refer to the functionality section.

2. DEFINITIONS

In this bid documents the following works, expressions or abbreviations shall have the meaning as set out hereto:

“Maintenance” means any services to keep the system (source code or licensed programs) operational. This includes bug fixes, causes and consequences because of the system functionality and/or service provider services, telephonic support and the running of the helpdesk. This excludes issues caused by actions and procedures by the officials of the customer. It also excludes refinements required by the customer. Any additional hours required by the service provider is therefore for the service providers' own account;

“mSCOA Development” means any changes required to the licensed programs of the service provider to comply with the Municipal Regulations on Standard Chart of Accounts as promulgated in terms of Regulation 312 of 22 April 2014 and all

instructions, position papers and versions issued by National Treasury. It is agreed that the customer is classified as a B2 Municipality and that all business process whether required by legislation, mSCOA regulations or best practice needs to be complied with or, if the service provider cannot comply, support of integration with any other 3rd party of the choice of the customer to comply with the regulations.

“Other assistance” means any assistance other than the support, maintenance or mSCOA development; and

“Support” means any request for support from the customer where the root cause for the support is linked to an official of the customer, in other words correcting an error of an official of the customer or an enhancement required by the customer. The prepaid days or hours get consumed only on instruction of the customer. The consumption is linked to actual timesheets of the service provider.

3. SUPPLY AND INSTALLATION

The following requirements are applicable on the supply and the installation:

- The supplied software must be the latest version on the general release.
- Unless otherwise stated, all ancillary software necessary to comply with the requirements, whether standard or specifically developed by the bidder, will be assumed to have been included in the offer.

Installation shall mean:

- **Delivery** to the various premises of the Municipality, all such software as may be required or specified by the supplier.
- **Signing off** by the Municipal Manager of the Prince Albert Municipality or his/her delegated authority.

4. USER MANUALS AND TECHNICAL REFERENCE MANUALS

All relevant operations and reference manuals and other documentation needed to allow every element of software and hardware to be operated to its full potential, are to be provided. It is a requirement of Prince Albert Municipality that all Tenderers provide the Municipality with comprehensive and well documented training, user and procedure manuals with associated documentation at the time of submission of the Tenderers proposal to Prince Albert Municipality. Failure to adhere to this request will result in the bid being deemed non-responsive.

5. ALTERATIONS TO CONDITIONS OF TENDER, SPECIFICATIONS

Should the bidder desire to make any alterations in the “Conditions of the Tender” and/or Specifications, specific mention thereof must be made when the bid documents are submitted. When doing so it must clearly refer to the affected sections.

6. COMPLETENESS OF TENDER

Tenderer shall include in the pricing, all components and software/hardware not specifically mentioned, but needed to complete a functional system. It is the responsibility of the Tenderers to acquaint themselves with unspecified items to complete the project.

7. TENDER RESPONSE

- 7.1) The response for this tender must include the following information:
- Company profile including its General Overview, Capability, Client Base, Information on Black Empowerment in the Company as well as details of the Company’s activities and commitments pertaining to community upliftment and other relevant programmes.
 - Feedback on the User Requirement Specifications as provided for in the Tender Document.
 - Pricing as per the pricing schedule.

- High Level proposed implementation suggestions based on project management principals must be included. Please note that the Prince Albert Municipality will provide administrative, logistic and information technology support in the implementation process.

7.2) For evaluation purposes it necessary to note that Tenderers must comply to the following instruction:

- Tendered prices must be structured in a manner that will enable Prince Albert Municipality to consider funding the implementation of the whole project, or any part of the project, depending on variable requirements of individual authorities or because of monetary constraints.

TERMS OF REFERENCE

TENDER 43 / 2021

SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT PERIOD OF THREE (3) YEARS, FOR THE PRINCE ALBERT MUNICIPALITY.

1. INTRODUCTION AND BACKGROUND

Prince Albert Municipality would like to indicate that it is the Municipality's preference to work with a "single" service organisation that can deliver the design, supply, delivery, installation, training, management and on-going maintenance of a Workflow and Document Management system and associated components and systems. This User Requirement Specification has been prepared for use by potential solution providers.

The document does not cover the detailed technical and implementation requirements – such detail will be supplied in structured format by potential suppliers of the solution and not Prince Albert Municipality.

It is expected from tenderers to familiarize themselves with the basic business principles that govern Municipalities, related local government organisations and associated structures such as NGO's.

It is further expected and assumed that readers are familiar with the fundamentals of workflow and document management systems, project management systems, network infrastructure environments, Internet portals and content management solutions.

The purpose of this project is to provide the Prince Albert Municipality with a portal or central site that will primarily deliver organisational empowerment and content ownership while also adding value to the existing business processes and community participation initiatives of Prince Albert Municipality through a web-based interface solution offering.

The requirements detailed in this document refer to the entire project and not to any specific phase. A detailed project plan is required detailing the various functions and functionalities to be delivered in which appropriate phase(s) the tenderer deems relevant and necessary, together with detailed accurate timelines and clearly defined project deliverables and costs.

2. SCOPE

Prince Albert Municipality would like to address the following business objectives in the implementation of the required solution:

- Implement a standardised and uniform correspondence management system;
- Implement a standardised and uniform system to address records management in a holistic and comprehensive manner as dictated by both the Provincial Archives of the Western Cape and the National Archives;
- Implement a standardised and uniform systems platform that will enable the sharing of designated or specific information amongst all officials at the municipality;
- Implement a standardised and uniform system to facilitate, enhance and provide macro co-ordination capabilities for all the project management requirements;
- Implement a standardised and uniform system to facilitate, enhance and provide change management capabilities for all the change management requirements;
- Implement a standardised and uniform system to facilitate the project related communication with suppliers, contractors and consultants;
- Implement a standardised and uniform communications system, utilizing the current electronic e-mail system;

- Provide transparent online access to Prince Albert Municipal councillors and officials;

Tenderers are required to complete the following tables in the order as presented:

- a) Document Management Solution
- b) Professional Services

3. **KEY PERFORMANCE INDICATORS**

The following key performance indicators will be applicable to the successful bidder and will be measured at least on an annual basis to assess the performance:

Ensure that all projects are completed within agreed timeframes and funding.

Standard: Every task must comply with all legislation, mSCOA requirements and other prescripts as provided by the Municipality.

Target: 100% achievement.

Proof of evidence: Sign-off on each project without any material findings by audit.

Attend to all requests timeously.

Standard: Acknowledge request for support within 7days after instruction issued and provide a quotation (Time and/or price) within 14 days.

Target: 95% achievement.

Proof of evidence: Formal quotation based the rates as per tender and estimated hours.

Regular meetings with the service provider.

Target: At least once a quarter.

Standard: A meeting, on the premises of the municipality, with at least the Director Corporate services or the Manager responsible for the project. The successful bidder must keep written minutes and avail it to the Municipality within 1 week of the meeting

Proof of evidence: Approved minutes of the meeting.

4. DEPLOYMENT

Prince Albert Municipality requires the complete solution to be deployed at the Head offices of the municipality.

5. RESPONSE

The major requirements, main features and functional specifications of the envisaged System are detailed below for the Tenderer's response.

Please respond by indicating, "COMPLY", "DO NOT COMPLY". The term "DO NOT COMPLY" must be applied if the solution does not 100% fit the description.

If Tenderers would like to provide comments or qualify "DO NOT COMPLY" answers, please use a separate annexure to the bid document and PLEASE CLEARLY indicate the point for comment or qualification as referenced in your point-by-point response.

6. DOCUMENT MANAGEMENT SYSTEM & SPECIFICATIONS

6.1) Records Management

| No | Description | Comply | Do not comply |
|-------|---|--------|---------------|
| 6.1.1 | Integration and maintenance of a file plan | | |
| 6.1.2 | Saving of e-mails and attachments with metadata as a record | | |
| 6.1.3 | Complies with minimum requirements of National Archives Services Guidelines | | |

6.2) Search and View Facilities

| No | Description | Comply | Do not comply |
|-------|---|--------|---------------|
| 6.2.1 | Provides full text retrieval on: <ul style="list-style-type: none"> - MS Word documents - MS Excel spreadsheets - Others: Please specify | | |
| 6.2.2 | Provides advanced search aids such as Boolean operators, etc. | | |
| 6.2.3 | Provides sort, filtering and presentation options | | |
| 6.2.4 | Possible to search on WAN as easy as on LAN | | |
| 6.2.5 | Possible to search across replicated servers | | |
| 6.2.5 | Easy for users to save a search and repeat it later | | |
| 6.2.6 | Able to view files without the native application being resident on the PC: Thin client environment | | |
| 6.2.7 | Able to render documents into another formats on the-fly (e.g Word/Excel into PDF/HTML) | | |
| 6.2.8 | Integration with various address lists | | |

6.3) Control Features

| No | Description | Comply | Do not comply |
|-------|---|--------|---------------|
| 6.3.1 | Has check-in/check-out facilities | | |
| 6.3.2 | System indicates when a document has been checked out, but does not prevent other users from viewing the document | | |
| 6.3.3 | Provides for version control of documents | | |
| 6.3.4 | Creator/owner of document may decide when a newly created document becomes a corporate document and will have a version number attached to it | | |
| 6.3.5 | Easy to integrate with proposed workflow product | | |
| 6.3.6 | Supports integration with the Open Document Management Association (ODMA) API, MAPI | | |

7. INDEXING

| No | Description | Comply | Do not comply |
|-----|---|--------|---------------|
| 7.1 | Possible to maintain a list of quick entry tables e.g, organisation names/addresses which users can easily access to copy into the indexing criteria of documents, e.g. correspondence received | | |
| 7.2 | Possible to specify mandatory fields to be completed prior to the documents being routed via workflow | | |
| 7.3 | Supports indexing of COLD documents | | |

8. LINKING DOCUMENTS

| No | Description | Comply | Do not comply |
|-----|--|--------|---------------|
| 8.1 | Has support for folders of multiple data types | | |
| 8.2 | Provides for compound documents | | |
| 8.3 | When a user accesses a document, the system should provide pointers to the other documents to which it is linked | | |
| 8.4 | Although correspondence that deals with multiple issues, is only scanned once and the basic attributes entered once, the correspondence may result in more than one workflow instance, each with one or more reference numbers which may be entered at different times | | |
| 8.5 | Possible to manage non-electronic documents, e.g. microfilm, video tapes or paper, by entering their profiles in the system (this will obviously not include physical control of the documents) | | |
| 8.6 | Possible to link electronic documents to existing paper documents/files | | |

9. SECURITY/ARCHIVING

| No | Description | Comply | Do not comply |
|-----|--|--------|---------------|
| 9.1 | Access control can be determined at individual, Branch or Regional level | | |
| 9.2 | Provides a log of every activity performed on a document | | |
| 9.3 | Electronic messages are maintained in a system which prevents them from being altered or manipulated | | |
| 9.4 | Possible to review electronic records prior to near line and off-line archiving | | |
| 9.5 | Archival rules may be dependent on elapsed time or | | |

| | | | |
|-----|---|--|--|
| | on a specified condition being met | | |
| 9.6 | Retention/archival status of each electronic record is easily accessed | | |
| 9.7 | To achieve co-operation from users, filing is automated into as many of the processes as possible | | |

10. WORKFLOW

10.1) Workflow Design

| No | Description | Comply | Do not comply |
|--------|---|--------|---------------|
| 10.1.1 | Provides access to a complete, common database of associated process information by all identified users on the LAN, WAN, Intranet and Internet | | |
| 10.1.2 | Any user of a process can determine the history and status of that process instance, unless that access is specifically withdrawn | | |
| 10.1.3 | Provides for task definition incorporating folders, images and documents | | |
| 10.1.4 | Retrieves the task list/work queue for a given user | | |
| 10.1.5 | The following may be designed for each task: Forms Roles Conditions for Routing Users and Groups Attachments External programs to execute | | |
| 10.1.6 | Provides for conditional aborts for a task or an entire instance | | |
| 10.1.7 | Provides for the bypassing of the normal flow of a process under specified conditions once a task has been completed | | |

| | | | |
|---------|--|--|--|
| 10.1.8 | Tasks may be designed so that they are repeatedly executed until specified conditions are satisfied | | |
| 10.1.9 | Provides capability to define a group at run-time instead of at design time | | |
| 10.1.10 | Matching between people and tasks may be achieved through defining roles for tasks, even though there may be more than one possible recipient for the task | | |
| 10.1.11 | Users may have more than one role | | |
| 10.1.12 | Different user names may be assigned to the same role | | |
| 10.1.13 | Designations may be an attribute of role (e.g. Chief Information Officer) | | |
| 10.1.14 | Process rules cater for routing of tasks according to the value of fields e.g. >R10 000: Deadlines on task Reminder processing | | |
| 10.1.15 | Auto-escalation of priority for a process instance | | |
| 10.1.16 | Auto-escalation of priority for a task | | |
| 10.1.17 | Provides for time restrictions, which escalate the work to another user or sends a message to a specified user should the work not be performed within the specified time limit. | | |
| 10.1.18 | Alerts must be able to trigger the execution of actions (e.g. collecting information from a database, performing calculations, etc.) | | |
| 10.1.18 | Provides for versions of process definitions | | |
| 10.1.18 | New versions of process definitions may be introduced without shutting down the process environment | | |
| 10.1.19 | Facility to automatically and periodically launch an instance of a workflow process | | |
| | Provides automation agents to automatically use | | |

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| 10.1.20 | third-party applications to perform tasks as a part of the workflow without user involvement | | |
| 10.1.21 | Provides for controlled work sign off by means of electronic passwords and password protected electronic signatures | | |
| 10.1.22 | Criteria for searching for process instance is flexible i.e., on one or more of instance's attributes or index criteria | | |
| 10.1.23 | Ability to have immediate updating of current process information | | |
| 10.1.24 | An identical form, completed by several members of a group, will be indexed so that each version is uniquely identifiable | | |
| 10.1.25 | Incorporates a Graphical User Interface designer | | |
| 10.1.25 | Tasks are re-usable | | |
| 10.1.27 | Processes are re-usable | | |
| 10.1.28 | Process instances may be initiated based on various criteria (e.g. Administrator, time/date, database triggers, logical expressions, being met etc.,). | | |
| 10.1.29 | Enterprise-wide organizational structure can be broken down into smaller groups and only the owner of each smaller organizational structure will be able to make any changes to it. | | |
| 10.1.30 | Provides for the creation of prototyping environments which simulate the actual process that is to be automated | | |
| 10.1.31 | Specified tasks may be executed because of error or exception conditions | | |
| 10.1.32 | Exceptions may be dealt with at run-time by the owner or selected users of a process | | |
| 10.1.33 | Facility for entering telephone/verbal requests on the system (sticky notes) | | |

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|---------|--|--|--|
| 10.1.34 | Able to log Internet correspondence and forward to users | | |
|---------|--|--|--|

10.2) Workflow: Movement of Information

| No | Description | Comply | Do not comply |
|--------|---|--------|---------------|
| 10.2.1 | Provides for dynamic or ad hoc routing i.e., the flow of the work may be changed depending on real time conditions rather than specifying it at design time | | |
| 10.2.2 | Provides for dynamic or ad hoc routing i.e., the flow of the work may be changed depending on real time conditions rather than specifying it at design time | | |
| 10.2.3 | Tasks follow both systems offer (pull) and system deliver (push) controls | | |
| 10.2.4 | Sorts and filters the display of tasks (e.g., by priority or expected time to completion, role) specified by designer | | |
| 10.2.5 | Sorts and filters the display of tasks (e.g. by priority or expected time to completion, role) specified by user | | |
| 10.2.6 | Process rules cater for routing work items to: Multiple users, Multiple roles and Multiple groups | | |
| 10.2.7 | Provides for serial, parallel and conditional routing. | | |
| 10.2.8 | Provides for role-based routing i.e. routes a task to a function instead of an individual | | |
| 10.2.9 | Provides for relationship-based routing i.e. ability to define an organisation diagram so that the workflow is aware of reporting relationships | | |

10.3) Workflow: Processing Information

| No | Description | Comply | Do not comply |
|--------|--|--------|---------------|
| 10.3.1 | Work is deleted from everyone's In Basket when any one of the people in the group has performed the work | | |

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|--------|---|--|--|
| 10.3.2 | A free text area (sticky note) per screen/task and/or process allows each user to comment. All users of that process may have access to the comments unless it has been explicitly denied | | |
| 10.3.3 | Ability to “Fast Path” to the relevant task without having to page through various screens to get there | | |
| 10.3.4 | Allows a form to be broken up into multiple pages | | |
| 10.3.5 | Users may define default form templates which can be re-used with minor modifications | | |
| 10.3.6 | Sub-Processes can be created on an ad-hoc basis at run-time | | |

10.4) Workflow: Management of Work

| No | Description | Comply | Do not comply |
|--------|--|--------|---------------|
| 10.4.1 | Each process may have one or more owners or supervisors | | |
| 10.4.2 | Owner can remove a task from a queue and assign it to an individual for immediate action | | |
| 10.4.3 | Owner can determine the time taken to complete a process and obtain an average time per process | | |
| 10.4.4 | Should a malfunction occur in a recipient’s workstation, it is possible for the owner to resend a task to the recipient | | |
| 10.4.5 | Owner may initiate or terminate a process instance | | |
| 10.4.6 | Owner can suspend and change Workflow characteristics (e.g. rules, user, roles, routing, etc.) and then put these Workflows back into production | | |

10.5) Workflow: Reporting

| No | Description | Comply | Do not comply |
|--------|--|--------|---------------|
| 10.5.1 | Produces reports that are: Ad-hoc User defined Standard | | |

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|--------|---|--|--|
| 10.5.1 | Ability to access statistical information from live and archived data | | |
| 10.5.1 | Retrieves data about the status of a process | | |

10.6) Workflow: Security / Auditing / Archiving

| No | Description | Comply | Do not comply |
|---------|---|--------|---------------|
| 10.6.1 | Controls access rights to data for: Read only Create Update Delete | | |
| 10.6.2 | Controls access to: Fields Tasks Processes Groups of Tasks Groups of Processes | | |
| 10.6.3 | Possible to limit access to data to specific units of the organization | | |
| 10.6.4 | Possible to limit access to a process to users of the process | | |
| 10.6.5 | Access control may be specified at: User level Group Level Role Level | | |
| 10.6.6 | A process may be designed and changed by one or more specified owners of a process | | |
| 10.6.7 | An owner of a group may be able to view and perform the tasks of all members of the group | | |
| 10.6.8 | Possible for the owner of a document to reassign ownership of the process | | |
| 10.6.9 | Tracking and audit log is protected from unauthorized change | | |
| 10.6.10 | System will log both attempted and gained access | | |

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| 10.6.11 | Data is encrypted across: - wide area network – Internet | | |
| 10.6.12 | Supports archiving event logs, without disrupting the on-going process | | |

10.7) Workflow: Launching and Controlling External Applications

| No | Description | Comply | Do not comply |
|--------|--|--------|---------------|
| 10.7.1 | External resources, such as applications, may be referred to indirectly by variable name, instead of by absolute path reference | | |
| 10.7.2 | Designer may specify the launch of external applications | | |
| 10.7.3 | Supports OLE | | |
| 10.7.4 | Provides application-programming interfaces for integration with development tools such as: Visual Basic or Access. | | |
| 10.7.5 | Allows data to be read from or written to an ODBC compliant database during a task in the workflow process without any user Intervention. | | |
| 10.7.6 | Provides browser-based web client interface where any form for a task may be linked to a database, which could contain multiple tables, and all connectivity to the database is provided on the server side. Therefore, it will not be necessary to make and maintain ODBC database connections on each user's workstation | | |
| 10.7.6 | Allows workflow data to be exported to an ASCII file for the benefit of legacy systems | | |
| 10.7.7 | Provides users the means to call a DLL function from inside the form. This provides the means of performing advanced or custom functions which are user specific or not available in the workflow system | | |

11. RUNTIME ENVIRONMENT

11.1) Runtime Environment: Architecture

| No | Description | Comply | Do not comply |
|--------|--|--------|---------------|
| 11.1.1 | The proposed system is WEB based | | |
| 11.1.2 | Routing system is database based | | |
| 11.1.3 | Any compilers or other software development tools required? Identify the compilers/software development tools. | | |
| 11.1.4 | Proposed system must use the Windows active directory for user single sign-on (SSO) and rights and group membership. | | |

11.2) Runtime Environment: Client

| No | Description | Comply | Do not comply |
|--------|---|--------|---------------|
| 11.2.1 | Supports: Windows 10 Open Source Android Devices (App) | | |
| 11.2.2 | Workflow operations occur on the server ONLY | | |
| 11.2.3 | Provides support for occasionally connected users i.e. remote mobile client (remote connection, download work, disconnect, process work, reconnect and upload completed work) | | |
| 11.2.4 | Software is not workstation specific i.e. multiple users may share one workstation | | |

11.3) Runtime Environment: Servers

| No | Description | Comply | Do not comply |
|--------|--|--------|---------------|
| 11.3.1 | Has graceful recovery from failure on the part of the Workflow engine itself (e.g. Caching, roll-back, etc.) | | |
| 11.3.2 | Supports Windows 2016+ server operating systems as well as open source products | | |
| 11.3.3 | Has graceful recovery from network communication failure | | |

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| 11.3.2 | Provides a set of APIs' for accessing the Workflow engine | | |
| 11.3.4 | May store process definitions, information and process instance life cycle information [users and status] on different servers | | |
| 11.3.4 | If process instances are not bound to a central server, the system maintains full traceability and an ability to audit the instance, i.e. synchronized | | |
| 11.3.5 | Server application uses symmetric multiprocessing (SMP) machines | | |
| 11.3.6 | Should one server go down, it is possible that another server may take over to provide the requisite support to ensure the continuation of the activities. This recovery is transparent to the user | | |

11.4) Runtime Environment: Network

| No | Description | Comply | Do not comply |
|--------|---|--------|---------------|
| 11.4.1 | The application and database server can be accessed by the TCP/IP network transport protocol. If not, specify | | |
| 11.4.2 | In a web-based workflow process, the server will send an email notification of a task to the user, indicating the URL. The user will click on the URL, which will invoke the browser and the task | | |
| 11.4.3 | Upgrades to controls residing in the web browser will automatically be distributed and replace the old controls, without any administration being required from browser clients | | |
| 11.4.3 | Provides API's to access external databases. If true, please specify. | | |
| 11.4.4 | Uses database to store workflow information. Specify | | |
| 11.4.5 | System does not require a dedicated database server | | |
| 11.4.6 | Provides a mechanism for the distribution and the replication of information, i.e. one server can update another (thereby reducing database access via the WAN) | | |
| 11.4.7 | Supports Multiple servers AND Multiple databases | | |

| | | | |
|--------|---|--|--|
| 11.4.8 | To ensure fast responses, system can archive resolved correspondence from current correspondence and store it in a “historical” database, after a specified period. Specify | | |
| 11.4.9 | Integrates with Internet tools (Web browser access, SMTP/MIME, POP3, FTP, LDAP4). If true, describe the tool's integration | | |

12. PROFESSIONAL SERVICES

Comprehensive Requirements

| No | Description | Comply | Do not comply |
|------|---|--------|---------------|
| 12.1 | Professional Services – Source Code: Workflow and Document Management System – Prince Albert Municipality subscribes to the OPEN-SOURCE principal and will require a copy of the source code to be supplied to Prince Municipality. Source Code will be delivered to the attorneys of Prince Albert Municipality for safekeeping for the duration of the proposed engagement and for a period thereafter not shorter than 3 years. | | |
| 12.2 | Professional Services: Correspondence Management – Tenderers are to indicate, explain their methodology. | | |
| 12.3 | Professional Services: Records Management – Tenderers are to indicate, explain their methodology. | | |
| 12.4 | Professional Services: Item Tracking and Resolution Management – Tenderers are to indicate, explain their methodology. | | |
| 12.5 | Professional Services: Document Management and workflow automation system – Tenderers are to indicate, explain their methodology. | | |
| 12.6 | Professional Services: On-Site Support Services – Tenderers are to indicate, explain their methodology and on-going operations of on-site support services at the Municipal head offices. It is a requirement that these services are delivered on a day-to-day basis and that Tenderers provide enough detail with regards to their staff employed and to recommend to Prince Albert Municipality the options they consider feasible and appropriate to provide near 100% systems availability on a 24 x 7 basis. The Helpdesk services and change control systems needs to be indicated explained. | | |
| 12.6 | The successful tenderer will have to accept and comply by Prince Albert Municipality's ICT Security Policy. | | |

13. **BUSINESS PROCESSES**

At present Prince Albert Municipality has limited business processes that is in operation, with full workflow linked to it, which is task driven via Zimbra or a dedicated inbox. In some instances, seamless integration must be in place with the financial system. The processes with seamless integration are marked with an Asterix (*) at the back.

13.1) Corporate business processes

| No | Description | Comply | Do not comply |
|--------|---|--------|---------------|
| 13.1.1 | <u>Records Management</u> Most organisations have electronic and paper-based records. The solution must provide the organisation with a hybrid solution (paper and electronic records). This solution must manage the full life-cycle (capture, use and disposal) of the records (paper and electronic records). | | |
| 13.1.2 | <u>File Plan</u> This solution must allow for an electronic File plan to be created and maintained by the Records Management Department. | | |
| 13.1.3 | <u>Contract Administration</u> The solution must provide a platform where all Contracts can be registered and monitored. Alerts must be created for constant maintenance of contract life span and end dates. | | |
| 13.1.4 | <u>Correspondence Management</u> The solution must provide the organisation with an electronic paper trail of all correspondence that enters the organisation whether it be by hard-copy or soft-copy. Indexing and filing must be managed electronically by the Records department and distributed electronically to any selected user/s in the organisation for Acknowledgement or Action. The solution must be integrated into the organisations current E-mail service provide (i.e. Zimbra) to create a Filing system directly into the solution. | | |

13.2) Human Resource business processes

| No | Description | Comply | Do not comply |
|--------|--|--------|---------------|
| 13.2.1 | <p><u>Personnel Contracts</u></p> <p>The solution must provide a process to appoint a new temporary employee in the organisation, via a contract, within an approved post/position and obtaining approval thereof. Workflows indicating the process which was followed to appoint a temporary employee must be available.</p> | | |
| 13.2.2 | <p><u>Personnel Files</u></p> <p>The personnel file is the main electronic employee file that contains all the detail and history of the employee's appointment, transfer, promotion, position, post, performance, confidential information, qualifications, training, delegations, disciplinary, termination, evaluation, documentation and records related to the employee. The solution must provide for this. (Seamless integration to financial system)</p> | | |
| 13.2.3 | <p><u>Organizational Structure</u></p> <p>The solution must provide an organogram structure tool used by Human Resources that shows the structure of an organisation and the relationship of posts and positions, how they are related to each other. Hierarchy of the organization and the reporting lines of each post and position per Directorate, Sub Directorate, Section, and Department must be provided by the solution. (Seamless integration to financial system)</p> | | |
| 13.2.4 | <p><u>Delegation Register</u></p> <p>The delegation register must lie against the position on the organogram. The solution must allow for a once off importing of the register which must then be electronically maintained by the SCM/HR department where delegated authorities have been changed due to a council outcome.</p> | | |

13.3) Finance related business processes

| No | Description | Comply | Do not comply |
|---------|--|--------|---------------|
| 13.3.1 | <p><u>Approval of Invoice Process</u></p> <p>All invoices received are forwarded to a central location in finance where it is, registered on the Financial System and then scanned in bulk to the document management system by using barcode a reference. The scanned document is then linked to the captured Financial System data. When the capturing is complete the invoices are forwarded to the applicable delegated authority for authorization, which is done using a biometric device. On authorization a Supplier Performance Rating are mandatory. Invoices are linked to related, Requisitions, Orders and GRV's to ensure that all records in the Purchase lifecycle are available for auditing purposes. Overdue and outstanding invoices are monitored on an ongoing basis via Reports. The solution must cater for the business process from a-z thereof.</p> | | |
| 13.11.4 | <p><u>SCM Requisitions</u></p> <p>Any Purchase requirements for Goods or Services or the Issuing of Stock Items can be registered in a Requisition. Various requisition Line items can be specified with unique Vote number, Catalogue description and validations indication the available budget amount. This solution must include Direct Purchases, where quotation need to be sourced from the Supplier Database, purchases from Awarded Bid panels (Year/multiyear tenders), New Tenders and Store Items. The result of this solution will be a generated order in the financial system. Integration with the financial system is of paramount importance.</p> <p>(Seamless integration to financial system)</p> | | |

13.4) Building control related processes

| No | Description | Comply | Do not comply |
|--------|--|--------|---------------|
| 13.4.1 | <p><u>Building Inspections</u></p> <p>The building inspection process starts once the construction has commenced. The developer will request the mandatory inspection from the municipality and the building inspector must provide feedback on the inspection via the solution.</p> | | |

| | | | |
|--------|--|--|--|
| 13.4.2 | <p><u>Building Plan Management</u> – (Cloud Solution (Portal) for Public Access) via the official Western Cape Portal.</p> <p>The building plan application must be submitted via a portal to the municipality. The municipality then uses the workflow functionality to distribute the building plan application and all its supporting documents to the various stakeholders that must give comments on the application.</p> | | |
| 13.4.3 | <p><u>Land Use Applications</u></p> <p>This solution must include the scanning and indexing of Land Use Applications received by the Municipality. Once scanned the LUA must be forwarded for review to Town Planning which decides on the required actions applicable</p> | | |

13.5) Other miscellaneous business processes

| No | Description | Comply | Do not comply |
|--------|---|--------|---------------|
| 13.5.1 | <p><u>Reports</u></p> <p>The solution must allow for a variety of reports, on each individual business process, specified by the client to manage daily performance of employees, processes and targets. These reports must have accurate data reflecting each solutions information.</p> | | |

TENDER FUNCTIONALITY AND EVALUATION

TENDER 43 / 2021

SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT PERIOD OF THREE (3) YEARS, FOR THE PRINCE ALBERT MUNICIPALITY.

1. PROPOSAL EVALUATION

- a) The pre-evaluation of the functional proposal will be based on its responsiveness and will be scored out of 50 points.
- b) Proposals that do not score the minimum of 35 points or more for functionality will be not responsive and only those bidders who score more than 35 out of 50 points will be evaluated further on the 80/20 preference points system.
- c) The Bid Evaluation Committee of the Municipality will determine whether the technical and pricing proposals are complete, i.e., whether all the items as required have been priced. If not, the proposal may be rejected as non-responsive.
- d) Full details of the functional areas mentioned below must be supplied.
- e) Bids not meeting the minimum requirements will be considered non-responsive and disqualified.

2. FUNCTIONALITY

The following criteria and formula will be used to calculate points for the functionality of the proposal:

NOTES:

- a) Bids that are not reference in terms of section 2 may be declared non-responsive.
- b) For the evaluation of functionality bidders are requested to furnish detailed information in substantiation of compliance with the functionality criteria mentioned in section 2 above, for example business registration papers. The Municipality reserve the right to visits Municipalities listed to confirm compliance as claimed on Section 2.1.5, 2.1.6 and 2.1.7.
- c) The evaluation of functionality regarding a Consortium or Joint venture, will be performed as follow:
 - For company experience the evaluation is based on the experience of the partner with the highest/longest experience record;
 - The leading partner of the consortium or joint venture is determined by the shareholding regarding the liability, which is included in the consortium or joint venture agreement.
 - If required for the evaluation of the financial ratings, if not issued for the consortium or joint venture specifically, the rating of the leading partner will be use in the assessment.
 - A bidder that scores less than 35 points out of 50 in respect of the functionality criteria will be regarded as submitting a non-responsive proposal and will be disqualified.

PRICING SCHEDULE

TENDER 43 / 2021

SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT PERIOD OF THREE (3) YEARS, FOR THE PRINCE ALBERT MUNICIPALITY.

Pricing Instructions mean the criteria as set out below, read together with all Parts of this contract document, which it will be assumed in the contract that the tenderer has taken into account when developing his prices.

1. Pricing Instructions mean the criteria as set out below, read together with all Parts of this contract document, which it will be assumed in the contract that the tenderer has considered when developing his prices.
2. The short descriptions given in the pricing schedule below are brief descriptions used to identify the activities for which prices are required. Detailed descriptions of the activities to be priced are provided in the specific conditions of contract as well as under the scope of work.
3. For the pricing schedule, the following words shall have the meanings hereby assigned to them:
 - 3.1) Unit means the unit of measurement for each item of work.
 - 3.2) Quantity means the number of units of work for each item.
 - 3.3) Rate means the agreed payment per unit of measurement.
 - 3.4) Amount means the product of the quantity and the agreed rate for an item.
 - 3.5) Sum means an agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work which is not measured in any units.

4. A rate, sum, percentage fee and/or price as applicable, is to be entered against each item in the pricing schedule. An item against which no price is entered will be covered by the other prices or rates in the pricing schedule.
5. The rates, sums, percentage fees and prices in the pricing schedule are to be fully inclusive prices for the work described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Special Condition of Contract and the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit.
6. Where quantities are given in the pricing schedule, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the pricing schedule. In respect of time- based services, the allocation of staff must be agreed with the employer before such services are rendered.
7. All rates, sum, percentage fees or prices (as applicable) tendered in the pricing schedule shall be final and binding and shall not be subject to any variation throughout the period of the contract.
8. The pricing to be indicated in Section A is based on estimated quantities from the previous year and is only used for evaluation purposes.
9. For section A only, firm pricing will be accepted, non-firm prices (including prices subject to rates of exchange variations) will not be considered.
10. The rates quoted in the section A of the pricing schedule will be applicable as from the 1 July 2021 till June 2022. Subsequent years will be subject to Section B of the pricing schedule.

11. The bid will be evaluated based on the total cost of contract, in other words the rates multiplied by the quantities for the first year as per section A of the price schedule after which the quoted escalation rates as per Section B of the Bidding schedule will be applied to the annual cost excluding the once off implementation cost, if any.

12. No other format of pricing schedule, as prescribed in the pricing schedule below will be allowed.

SECTION A OF PRICING SCHEDULE

| Item no | Description | Rate per item (Inclusive of VAT) | Estimated Quantity | Amount (Inclusive of VAT) (Rate x Estimated Quantity) (C x D = E) |
|---|--|--|-----------------------|---|
| A | B | C | D | E |
| 1. | Implementation cost (Once off implementation cost, payable on sign-off) | | Unit | |
| 2. | Annual licence fee (Payable within 30 days of receipt of invoice) | | Unit | |
| 3. | Annual mSCOA development cost (Payable within 30 days of receipt of invoice, include all development cost required to comply with mSCOA and the prescribed four business processes) | | Unit | |
| 4. | Annual Maintenance fee (Payable in one instalment within 30 days of receipt of invoice, include all cost required to maintain the system once implemented) | | Unit | |
| 5. | Monthly Support Service (Payable within 30 days of receipt of invoice, include all cost required to provide the support service on-site that includes: <u>Option 1</u> - 1 full working day per month or 96 hours per annum <u>Option 2</u> - 2 full working days per month or 192 hours per annum respectively) | | Unit | |
| TOTAL COST FOR THE YEAR (On-site support for 1 day per month / 96 hours per annum) | | | | R |
| TOTAL COST FOR THE YEAR (On-site support for 2 days per month / 96 hours per annum) | | | | R |

SECTION B OF PRICING SCHEDULE

1. The annual escalation percentage will be based on the CPIX rate of South Africa as calculated and published by Stats SA for March of each year. The quoted escalation for March will be applied from 1 July of year 2 and onwards. The additional escalation percentage, if any, must be quoted in the table called Additional escalation.
2. A bidder may quote a percentage below or above the CPIX as published. A percentage in brackets, for example (2%), will be viewed as below CPIX. Whilst a positive percentage will be viewed as above and will be added to the CPIX. As example if a rate of (2%) is quoted it will mean that if the CPIX rate is 6.1% as published in March then the escalation rate will be 4.1%. If the percentage quoted is below CPIX and it cause a negative escalation, then there will be no escalation applicable. The bidder may also quote the CPIX, in that case it must quote 0%, which will indicate that the CPIX rate will be applied every year.
3. The bidder that chooses to apply an escalation rate **must** provide the percentage below (%) or above the CPIX in the box

4. The bidder may choose not to have any escalation during the full term, it must indicate as such by marking the box with “No” otherwise complete “N/A” if nothing is completed it will be accepted that “NO” escalation is applicable on the contract.

5. The CPIX with the escalation quoted in either item 3 or 4 will be applied on all rates, excluding once off implementation cost to perform pricing evaluation.

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| PRINCE ALBERT MUNICIPALITY DECLARATION OF INTEREST | | | |
|---|--|----------|--|
| 1. | No bid will be accepted from persons in the service of the state*. | | |
| 2. | Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority. | | |
| 3. | In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. | | |
| 3.1 | Full Name of bidder or his / her representative: | | |
| 3.2 | Identity number: | | |
| 3.3 | Position occupied in the Company (director, trustee, shareholder?) | | |
| 3.4 | Company Registration Number: | | |
| 3.5 | Tax Reference Number: | | |
| 3.6 | VAT Registration Number: | | |
| 3.7 | The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below. | | |
| 3.8 | Are you presently in the service of the state? | YES / NO | |
| 3.8.1 | If yes, furnish particulars. | | |
| 3.9 | Have you been in the service of the state for the past twelve months? | YES / NO | |
| 3.9.1 | If so, furnish particulars | | |
| 3.10 | Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? | YES / NO | |
| 3.10.1 | If so, state particulars. | | |
| 3.11 | Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid? | YES / NO | |
| 3.11.1 | If so, state particulars. | | |
| 3.12 | Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? | YES / NO | |
| 3.12.1 | If so, state particulars. | | |

| | | | |
|--------|---|----------|--|
| 3.13 | Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? | YES / NO | |
| 3.13.1 | If so, furnish particulars. | | |
| 3.14 | Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? | YES / NO | |
| 3.3 | If so, furnish particulars. | | |
| 4. | Full details of directors / trustees / members / shareholders: | | |

COMPLETION OF THE FOLLOWING INFORMATION IS COMPULSORY:

| Full Name | Identity Number | Individual Tax Number for each Director | State Employee Number |
|-----------|-----------------|---|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |

CERTIFICATION

I 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.

| | | | |
|--|---|------------------|--|
| NAME OF ENTERPRISE | | | |
| CAPACITY | | DATE | |
| NAME (PRINT) | | SIGNATURE | |
| 1. MSCM Regulations: "in the service of the state" means to be - | | | |
| | a member of – | | |
| a) | (i) any municipal council; (ii) any provincial legislature; or (iii) the National Assembly or the National Council of Provinces; | | |
| b) | a member of the board of directors of any municipal entity; | | |
| c) | an official or any Municipality or municipal entity; | | |
| d) | an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); | | |
| e) | a member of the accounting authority of any national or provincial entity; or | | |
| f) | an employee of Parliament or a provincial legislature. | | |
| 1. "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company. | | | |

MBD 5

**DECLARATION FOR PROCUREMENT ABOVE R 10 MILLION
(VAT INCLUDED)**

Not required for this tender.

| PRINCE ALBERT MUNICIPALITY | |
|--|---|
| PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 | |
| NB: | BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITION AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017. |
| 1. | GENERAL CONDITIONS |
| 1.1. | The following preference point systems are applicable to all bids: <ul style="list-style-type: none"> ▪ the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); ▪ the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included). |
| 1.2. | The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. |
| 1.3. | Preference points for this bid shall be awarded for: Price; and B-BBEE Status Level of Contribution. |
| 1.3.1 | The maximum points for this bid are allocated as follows: |
| PRICE | POINTS 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |
| 1.4. | Failure on the part of a bidder to fill in and/or to sign this form and 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. |
| 1.5. | 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, skill 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 annual total revenue of R5 million or less; |
| 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 <i>contract</i> ; |
| 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 <i>Government Gazette</i> 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. | <p>THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS</p> <p>A maximum of 80 or 90 points is allocated for price on the following basis:</p> $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ <p>Where:</p> <p>P_s = Points scored for comparative price of bid under consideration P_t = Comparative price of bid under consideration P_{\min} = Comparative price of lowest acceptable bid</p> | | |
| 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: | | |
| 5.2. | <p align="center">B-BBEE Status Level of Contributor</p> | <p align="center">Number of points (90/10 system)</p> | <p align="center">Number of points (80/20 system)</p> |
| | 1 | 10 | 20 |
| | 2 | 9 | 18 |
| | 3 | 6 | 14 |
| | 4 | 5 | 12 |
| | 5 | 4 | 8 |
| | 6 | 3 | 6 |
| | 7 | 2 | 4 |
| | 8 | 1 | 2 |
| | Non-compliant contributor | 0 | 0 |
| 5.3. | 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. | | |
| 5.4. | 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. | | |
| 5.5. | 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. | | |
| 5.6. | 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. | | |
| 5.7. | 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. | | |
| 5.8. | 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. 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. | | | |
| 5.9. | 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: | | | |
| 7. | B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1 | | | |
| 7.1 | B-BBEE Status Level of Contribution: | | Points claimed (maximum of 10 or 20 points) | |
| 7.2. | 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. | | | |
| 8. | SUB-CONTRACTING | | | |
| 8.1. | Will any portion of the contract be sub-contracted? Indicate YES / NO | | | |
| 8.2. | If yes, indicate: | | | |
| | (i) | What percentage of the contract will be subcontracted? | % | |
| | (ii) | The name of the sub-contractor? | | |
| | (iii) | The B-BBEE status level of the sub-contractor? | | |
| | (iv) | Whether the sub-contractor is an EME? Indicate YES / NO | | |
| 9. | Designated Group: An EME or QSE which is at least 51% owned by: | | EME √ | |
| | Black people | | √ | |
| | Black people who are youth | | | |
| | Black people who are women | | | |
| | Black people with disabilities | | | |
| | Black people living in rural or underdeveloped areas or townships | | | |
| | Cooperative owned by black people | | | |
| | Black people who are military veterans | | | |
| | OR | | | |
| | Any EME | | | |
| Any QSE | | | | |
| 10. | DECLARATION WITH REGARD TO COMPANY/FIRM | | | |
| 10.1 | Name of firm | | | |
| 10.2 | VAT registration number | | | |
| 10.3 | Company registration number: | | | |

| | | |
|--|---|--|
| 10.4 Type Of Company/ Firm [TICK APPLICABLE BOX] | Partnership/Joint Venture / Consortium | |
| | One-person business/sole propriety | |
| | Close corporation | |
| | Ltd Company | |
| | (Pty) Limited | |
| 10.5 Describe Principal Business Activities | | |
| 10.6 Company Classification [TICK APPLICABLE BOX] | Manufacturer | |
| | Supplier | |
| | Professional service provider | |
| | Other service providers, e.g. transporter, etc. | |
| 10.7 Municipal Information | | |
| Municipality where business is situated : | | |
| Registered Account Number: | | |
| Stand Number: | | |
| 10.8 Total number of years the enterprise has been in business? | | |

11. DECLARATION

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-BBEE 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:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of 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 –
 - a) disqualify the person from the bidding process;
 - b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d) 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 forward the matter for criminal prosecution

NAME OF ENTERPRISE: _____

| | | | |
|----------------------|--|-------------------|--|
| CAPACITY: | | DATE: | |
| NAME (PRINT): | | SIGNATURE: | |
| WITNESS 1: | | WITNESS 2: | |

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8 (2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
y is the bid price in Rand excluding value-added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods Stipulated minimum threshold

This bid is not subject to local content and production:

3. Does any portion of the goods or services offered have any imported content?
 (Tick applicable box)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| Currency | Rates of exchange |
|----------------|-------------------|
| US Dollar | |
| Pound Sterling | |
| Euro | |
| Yen | |
| Other | |

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

.....

NB:

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
 do hereby declare, in my capacity as
 of(name of bidder
 entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

| | |
|--|---|
| Bid price, excluding VAT (y) | R |
| Imported content (x), as calculated in terms of SATS 1286:2011 | R |
| Stipulated minimum threshold for local content (paragraph 3 above) | |
| Local content %, as calculated in terms of SATS 1286:2011 | |

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS 1: _____

DATE: _____

WITNESS 2: _____

DATE: _____

CONTRACT FORM – PURCHASE OF GOODS / WORKS

THIS FORM MUST BE FILLED 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 WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to **PRINCE ALBERT MUNICIPALITY** in accordance with the requirements and specifications stipulated in bid number _____ at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. 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 goods and/or works 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.

4. 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.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:

CONTRACT FORM - PURCHASE OF GOODS/WORKS
PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

| ITEM NO. | PRICE (ALL APPLICABLE TAXES INCLUDED) | BRAND | DELIVERY PERIOD | B-BBEE STATUS LEVEL OF CONTRIBUTION | MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable) |
|----------|---------------------------------------|-------|-----------------|-------------------------------------|--|
| | | | | | |

4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

CONTRACT FORM – RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

7. I hereby undertake to render services described in the attached bidding documents to **PRINCE ALBERT MUNICIPALITY** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

8. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (iv) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (v) General Conditions of Contract; and
 - (vi) Other (specify)

9. 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.

10. 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.

11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

12. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

4. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
5. An official order indicating service delivery instructions is forthcoming.
6. 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.

| DESCRIPTION OF SERVICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | COMPLETION DATE | B-BBEE STATUS LEVEL OF CONTRIBUTION | MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable) |
|------------------------|---------------------------------------|-----------------|-------------------------------------|--|
| | | | | |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

CONTRACT FORM – SALE OF GOODS / WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE SELLER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE SELLER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

13. I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from **PRINCE ALBERT MUNICIPALITY** in accordance with the requirements stipulated in (bid number)..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.
14. The following documents shall be deemed to form and be read and construed as part of this agreement:
- (vii) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Special Conditions of Contract;
 - (viii) General Conditions of Contract; and
 - (ix) Other (specify)
15. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
16. 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.
17. I undertake to make payment for the goods/works as specified in the bidding documents.
18. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
19. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:

CONTRACT FORM - SALE OF GOODS/WORKS
PART 2 (TO BE FILLED IN BY THE SELLER)

7. I..... in my capacity as.....
 accept your bid under reference numberdated.....for the
 purchase of goods/works indicated hereunder and/or further specified in the annexure(s).
8. I undertake to make the goods/works available in accordance with the terms and conditions of
 the contract.

| ITEM NO. | DESCRIPTION | PRICE (ALL APPLICABLE TAXES INCLUDED) | | |
|-------------|-------------|---|--|--|
| | | | | |

4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

3.

4.

DATE

| PRINCE ALBERT MUNICIPALITY | | |
|---|--|-----------------|
| DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES | | |
| 1. | This Municipal Bidding Document 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. | |
| 2. | The bid of any bidder may be rejected if that bidder, or any of its directors have: | |
| 2.1 | abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system; | |
| 2.2 | been convicted for fraud or corruption during the past five years; | |
| 2.3 | wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or | |
| 2.4 | 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). | |
| 3. | In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. | |
| 3.1. | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). | YES / NO |
| 3.2. | If so, furnish particulars: | |
| 3.3. | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page. | YES / NO |
| 3.4. | If so, furnish particulars: | |
| 3.5. | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? | YES / NO |
| 3.6. | If so, furnish particulars: | |
| 3.7. | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | YES / NO |
| 3.8. | If so, furnish particulars: | |
| 3.9. | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | YES / NO |
| 3.10. | If so, furnish particulars: | |

| 4. CERTIFICATION | | | |
|--|--|-------------------|--|
| <p>I, certify that the information furnished on this declaration form are 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.</p> | | | |
| NAME OF ENTERPRISE: | | | |
| NAME (PRINT): | | | |
| CAPACITY: | | DATE: | |
| SIGNATURE: | | WITNESS 1 | |
| | | WITNESS 2: | |

**PRINCE ALBERT MUNICIPALITY
 Certificate of Independent Bid Determination**

| | |
|----|--|
| 1. | Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds |
| 2. | 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: <ul style="list-style-type: none"> a) take all reasonable steps to prevent such abuse; b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract. |
| 3. | This Municipal Bidding Document 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. |
| 4. | In order to give effect to the above, the following Certificate of Bid Determination must be completed and submitted with the bid: |

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

| | |
|---------------------|--|
| Bid Number: | |
| Description: | |
| | |

In response to the invitation for the bid issued by the **PRINCE ALBERT MUNICIPALITY**, do hereby make the following statements that I certify to be true and complete in every respect:

| | |
|---|--|
| certify, on behalf of (Name of Bidder): | |
|---|--|

- That:
1. I have read and I understand the contents of this Certificate;
 2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
 3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
 4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation;
 - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM ARE TRUE AND CORRECT.

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

| | | | |
|-------------------------|--|------------------|--|
| NAME (PRINT) | | SIGNATURE | |
| CAPACITY | | DATE | |

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

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

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

PRINCE ALBERT MUNICIPALITY

CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

(To be signed in the presence of a Commissioner of Oaths)

| | |
|--|-----------------------------|
| I, the undersigned, in submitting the accompanying bid, declare that I am duly authorised to act on behalf on: | <i>(Name of Enterprise)</i> |
|--|-----------------------------|

I 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 Prince Albert Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

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.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards any Municipality in respect of which payment is overdue for more than 30 days;

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

FURTHER DETAILS OF THE BIDDER'S (Directors / Shareholders / 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 IDENTITY DOCUMENT(S).

NB: PLEASE ATTACH COPY(IES) OF MUNICIPAL ACCOUNTS.

| | |
|--|--|
| NUMBER OF SHEETS APPENDED BY THE TENDERER TO THIS SCHEDULE (IF NUL, ENTER NIL). | |
|--|--|

Therefore, hereby agrees and authorises the Prince Albert Municipality to deduct the full amount outstanding by the Tenderer or any of its directors / members / partners from any payment due to the tenderer; and

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.

| | | | |
|----------------------------|--|--------------|--|
| NAME OF ENTERPRISE: | | | |
| NAME (PRINT): | | | |
| CAPACITY: | | | |
| SIGNATURE: | | DATE: | |

| | |
|---|---|
| <p style="text-align: center;">COMMISSIONER OF OATHS</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>COMMISSIONER OF OATHS:</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p> | <p>Apply official stamp of authority on this page:</p> |
|---|---|

PRINCE ALBERT MUNICIPALITY General Conditions of Contract

1. DEFINITIONS

The following terms shall be interpreted as indicated:

| | |
|---|---|
| "Closing time" | means the date and hour specified in the bidding documents for the receipt of bids. |
| "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. |
| "Contract price" | means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations. |
| "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. |
| "Countervailing duties" | are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally |
| "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. |
| "Day" | means calendar day. |
| "Delivery" | means delivery in compliance of the conditions of the contract or order. |
| "Delivery ex stock" | means immediate delivery directly from stock actually on hand |
| "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. |
| "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. |
| "Force majeure" | means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. |
| "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. |
| "GCC" | means the General Conditions of Contract. |
| "Goods" | means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract. |
| "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. |
| "Local content" | means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place. |
| "Manufacture" | means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities. |
| "Order" | means an official written order issued for the supply of goods or works or the rendering of a service. |
| "Project site" | where applicable, means the place indicated in bidding documents. |
| "Purchaser" | means the organization purchasing the goods. |
| "Republic" | means the Republic of South Africa. |
| "SCC" | means the Special Conditions of Contract. |

| | |
|---------------------------|--|
| “Services” | means that 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. |
| “Supplier” | means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State. |
| “Tort” | means in breach of contract. |
| “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. |
| “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.
- 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.
- 8.7. Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal, the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size 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

- 10.1. 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

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

12. Transportation

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

13. Incidental

- 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:
 - 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 fulfilment 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

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

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

19. Assignment

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under 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

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

23. Termination for default

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- 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.
- 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

- 24.1. 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

- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that

such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Notwithstanding any reference to mediation and/or court proceedings herein,
 - 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

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

30. Applicable law

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

31. Notices

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

32. Taxes and duties

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

33. Transfer of contracts

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

34. Amendment of contracts

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

35. Prohibition of restrictive practices

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

Prince Albert Municipality – Tender 43 of 2021

Supply, Delivery and Installation of an Electronic Records, Document and Workflow System