

MUNISIPALITEIT
VAN
PRINS ALBERT



MUNICIPALITY
OF
PRINCE ALBERT

PROCUREMENT DOCUMENT

TENDER 58 / 2025

**SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC
RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT
PERIOD OF FIVE (5) YEARS**

CLOSING DATE	17 JUNE 2025	CLOSING TIME	13h30
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NAME OF BIDDER:	
ADDRESS OF BIDDER:	
CSD SUPPLIER NUMBER:	M A A A
TOTAL BID PRICE (INCL. VAT)	
B-BEE STATUS LEVEL OF CONTRIBUTION	
LOCALITY (Municipal Area / Province where the business is located)	
LOCALITY POINTS CLAIMED	
SIGNATURE OF PRINCE ALBERT MUNICIPAL OFFICIALS AT TENDER OPENING	1.
	2.

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

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PRINCE ALBERT MUNICIPALITY

Tender Notice

TENDER NUMBER: 58/2025
TENDER DESCRIPTION: SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT PERIOD OF FIVE (5) YEARS
CLOSING DATE & TIME: 17 JUNE 2025 @ 13H30

Prince Albert Municipality hereby invites formal tenders for the **SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT PERIOD OF FIVE (5) YEARS**. Tender documents are available at no charge from the Prince Albert Municipality Website at www.pamun.gov.za (Website navigation is as follow: Procurement, Tenders available). **Tender documents will be available from 20 May 2025 at 12h00.**

Alternatively, a hard copy set of tender documents can be obtained from Ms. Christa Baadjies (Finance Division, Thusong Centre, Prince Albert, 6930) during office hours (Monday-Thursday, 07h30 to 16h00) and Friday (07h30 to 15h30) at a non-refundable cost of R 150.00 (VAT Included), payable in cash at the cashiers at the Prince Albert Municipality's Finance Division or via EFT deposit in favour of the Prince Albert Municipality, ABSA Bank, Branch code 632005, and Account number 2640-5600-64. Reference to be used: T58/2025 and company name.

Bids must remain valid for a period of one hundred and twenty (120) days after the closing date of the bid.
Enquiries can be directed as follow:

TYPE OF ENQUIRY	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS
Bidding procedures and tender documents	Ms. Christa Baadjies	023 541 1668	scm@pamun.gov.za
Technical / Specification related Enquiries	Mr. David-Leigh Willemse	023 541 1668	willemsed@pamun.gov.za

Bids must be submitted in sealed envelopes, clearly marked with the tender number and tender description. Bidders that fail to adhere to this requirement, will be disqualified at the bid opening. Late or unmarked bids will not be considered. **Telegraphic, telephonic, telex, facsimile, e-mail and late bids will not be accepted.**

Bids must be deposited in the tender box at the Finance Division (Thusong Centre, Adderley Street, Prince Albert, 6930). The tender box will be open as follow:

Monday to Thursday: 07h30 to 16h00
Fridays: 07h30 to 15h30.

Bids will be opened in public immediately after the closing date at the Finance Division Boardroom (Finance Building, Thusong Centre).

This bid is subject to functionality scoring. Bidders must obtain the minimum functionality scoring as indicated in order for bids to be regarded as responsive. Bids that do not meet the minimum functionality scoring as indicated, will be regarded as non-responsive, and will not be evaluated on price and preference points.

Bids will be evaluated according to the 80/20 preference points system. The bids are subject to the Council's Supply Chain Management Policy, the Municipal Preferential Procurement Policy, and the Preferential Procurement Regulations, 2022 (Government Gazette 47452, dated 04/11/2022). The General Conditions of Contract is also applicable. **Tenderers must be registered on the Central Supplier Database (CSD) if they wish to conduct business with the municipality.**

The preferential points system applied (80/20) in terms of the Preferential Procurement Policy are as follow:

PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
LOCALITY	10
TOTAL POINTS	100

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.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS.

ADV. THYS GILIOMEE

Municipal Manager

16 May 2025

TENDER 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) – is an ORIGINAL and VALID Tax Status Pin attached?	YES		NO	
Functionality scoring – Is the form duly completed and signed? Supporting schedules, documents, proof of experience and other information required (if functionality is applicable).	YES		NO	
Specifications – Is the form duly completed?	YES		NO	
MBD 3.1 (Pricing schedule) – Is the form duly completed and signed?	YES		NO	
MBD 4 (Declaration of Interest) – 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 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 and certified copies, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested?	YES		NO	
Attached Central Supplier Database (CSD) Report ?	YES		NO	

CERTIFICATION

I, the undersigned (full name.....), certify that the information furnished on this checklist is true and correct.

Signed:

Date:

Name:

Position:

Tenderer:



MBD 1 - 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:			



TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION

- (i) Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- (ii) All bids must be submitted on the official forms provided—(not to be re-typed) or online
- (iii) This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the Prince Albert Municipal Supply Chain Management Policy, the Preferential Procurement Policy, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

2. TAX COMPLIANCE REQUIREMENTS

- (i) Bidders must ensure compliance with their tax obligations.
- (ii) Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer’s profile and tax status.
- (iii) Application for the tax compliance status (TCS) certificate or pin may also be made via E-filing. In order to use this provision, taxpayers will need to register with SARS, as E-filers through the website (www.sars.gov.za).
- (iv) Foreign suppliers must complete the pre-award questionnaire in part B:3.
- (v) Bidders may also submit a printed TCS certificate together with the bid.
- (vi) In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS certificate / Pin / CSD number.
- (vii) Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD Number must be provided.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

(i) Is the entity a resident of the Republic of South Africa (RSA)?	YES		NO	
(ii) Does the entity have a branch in the RSA?	YES		NO	
(iii) Does the entity have a permanent establishment in the RSA?	YES		NO	
(iv) Does the entity have any source of income in the RSA?	YES		NO	
(v) Is the entity liable in the RSA for any form of taxation?	YES		NO	

NB: Failure to provide any of the above particulars may render the bid invalid. No bids will be considered from persons in the service of the state.

Signature of bidder:

Capacity under which Bid is signed:

Date:

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



AUTHORITY TO SIGN A BID

1.1 SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

2.1.1) I, _____, the undersigned,
hereby confirm that I am the sole owner of the business trading as
_____ **OR**

2.1.2) I, _____, the
undersigned, hereby confirm that I am submitting this tender in my capacity as
natural person.

SIGNATURE		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

1.2 COMPANIES AND CLOSE CORPORATIONS

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

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

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

Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorized Signatory			
Capacity			
Specimen Signature			
FULL NAME AND SURNAME OF ALL DIRECTOR(S) / MEMBER(S)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a CERTIFIED COPY of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

1.3 PARTNERSHIPS

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

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

FULL NAME OF PARTNER		SIGNATURE	
SIGNED ON BEHALF OF PARTNERSHIP		DATE	
PRINT NAME			
WITNESS 1		WITNESS 1	

1.4 CONSORTIUM

We, the undersigned consortium partners, hereby authorize _____

(Name of entity) to act as lead consortium partner and further authorize Mr./Ms.

_____ to sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

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

FULL NAME OF CONSORTIUM MEMBER	ROLE OF CONSORTIUM MEMBER	% PARTICIPATION	SIGNATURE
SIGNED ON BEHALF OF PARTNERSHIP		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	



CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

THIS RETURNABLE SCHEDULE IS TO BE COMPLETED BY JOINT VENTURES

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr./Ms. _____, authorized signatory of the Company/Close Corporation/Partnership (name), _____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

(a) NAME OF FIRM (LEAD PARTNER)			
ADDRESS			
SIGNATURE			
TEL.NO		DESIGNATION	

(b) NAME OF FIRM			
ADDRESS			
SIGNATURE			
TEL.NO		DESIGNATION	

(c) NAME OF FIRM			
ADDRESS			
SIGNATURE			
TEL.NO		DESIGNATION	

NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.



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.
	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

“Fraudulent practice”	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 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 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.
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GENERAL CONDITIONS OF TENDER

1. Sealed tenders, with the tender number and tender description clearly endorsed on the envelope, must be deposited in the tender box at the offices of the Prince Albert Municipality (Financial Services Division), Thusong Service Centre, Adderley Street, Prince Albert, 6930
2. **PLEASE NOTE:**
 - 2.1) Tenders that are deposited in the incorrect box will not be considered.
 - 2.2) Mailed, telegraphic or faxed tenders will not be accepted.
 - 2.3) **Documents may only be completed in non-erasable ink and handwritten. Re-typed documents will be marked as non-responsive.**
 - 2.4) The use of correction fluid/tape is not allowed.
 - 2.4.1) In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 - 2.4.2) Alterations or deletions not signed by the Tenderer may render the tender invalid.
 - 2.5) All bids must be submitted in writing on the official forms supplied (not to be re-typed).
 - 2.6) All prices shall be quoted in South African currency and be **INCLUSIVE of VAT.**
 - 2.7) Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
 - 2.8) Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will not be considered.
 - 2.9) **Bidders must submit an originally certified B-BBEE certificate or sworn affidavit. Failure to comply will result in the bid being regarded as non-responsive.**
 - 2.10) Tenders shall be opened in public at the Financial Services Boardroom immediately after the closing time for the receipt of tenders. Tenderers are encouraged to attend these openings.

3. EVALUATION OF BID

- 3.1) This bid will be evaluated and adjudicated according to the following criteria:
 - 3.1.1) Adherence to the relevant specifications
 - 3.1.2) Value for money
 - 3.1.3) Capability to execute the contract
 - 3.1.4) PPPFA & associated regulations

4. SERVICE LEVEL AGREEMENT

The award of the tender might be subject to the signing of a Service Level Agreement (SLA) between the successful bidder and Prince Albert Municipality. Further details will be explained in the tender specifications.

5. CENTRALISED SUPPLIER DATABASE

- 5.1) No Bids will be awarded to a bidder who is not registered on the Centralised Supplier Database (CSD).
- 5.2) The CSD supplier number starting with (MAAA) number is automatically generated by the Central Supplier Database System after successful registration and validation of a prospective service provider.
- 5.3) This is a mandatory requirement, as referred to in regulation 14(1) (b) of the Municipal Supply Chain Management Regulations, as part of the listing criteria for accrediting a prospective service provider.
- 5.4) Prospective suppliers should self – register on the CSD website at www.csd.gov.za.
- 5.5) Registration on the CSD will be compulsory in order to conduct business with the Prince Albert Municipality.
- 5.6) Registration on CSD can be done by contacting Ms. Christa Baadjies at 023 541 1748 or via email (scm@pamun.gov.za)

MBD 2 – 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. The Tax Clearance Certificate/ Tax Compliance Status (TCS) Pin/ Centralised Suppliers Database (CSD) Registration Number **must be submitted together with the bid.** Failure to submit a Tax Clearance Certificate/TCS Pin/CSD registration number may result in the invalidation of the bid.

2. Tax Compliance Status (TCS) Pin as of 18 April 2016
 - 2.1) In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the municipality with a TCS Pin which will be used to verify a bidder's tax status online via SARS E-filing.
 - 2.2) This option will be used to verify the status of the service provider (which should be active or compliant) and will determine if the offer will be further evaluated or omitted, even if the bidder only submitted a TCC as per point 1 above.
 - 2.3) Service provider's status which is found inactive or non-compliant their offers will be omitted.
 - 2.4) Bidders in possession of a valid Tax Status Pin must issue the municipality with the following:

Tax Reference Number (IT / VAT / PAYE	
Tax Compliance Status Pin	

3. In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Compliance Status Pin or CSD Registration number.

4. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website (www.sars.gov.za).



MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of 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 or her representative																					
3.2	Identity Number	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
3.3	Position occupied in the Company (Director, shareholder² etc.)																					
3.4	Company Registration Number																					
3.5	Tax Reference Number																					
3.6	VA T Registration Number																					

3.7	Are you presently in the service of the state?	YES		NO	
3.7.1	If so, furnish particulars:				
3.8	Have you been in the service of the state for the past twelve months?	YES		NO	
3.8.1	If so, furnish particulars:				

3.9	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	
3.9.1	If so, furnish particulars:				
3.10	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES		NO	
3.10.1	If so, furnish particulars:				
3.11	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.11.1	If so, furnish particulars:				
3.12	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1	If so, furnish particulars:				
3.13	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES		NO	
3.12.1	If so, furnish particulars:				

3.14	Please provide the following information on ALL directors / shareholders / trustees / members below:		
FULL NAME AND SURNAME	IDENTITY NUMBER	PERSONAL INCOME TAX NUMBER	PROVIDE STATE 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.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

MSCM Regulations: **“in the service of the state”** means to be –

1. a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the National Assembly or the National Council of Provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
5. an executive member of the accounting authority of any national or provincial public entity; or
6. an employee of Parliament or a provincial legislature.

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

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**MBD 5 – DECLARATION FOR PROCUREMENT ABOVE R 10 MILLION
(VAT INCLUDED)**

Not required for this tender.



**MBD 6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE
PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

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

1. GENERAL CONDITIONS

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

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

1.1) The **80/20 preference point system** will be applicable in this tender. The lowest (goods and services) / highest (sales and leases) acceptable tender will be used to determine the accurate system once tenders are received.

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

- a) Price; and
- b) Specific Goals.
 - i) B-BBEE status Level of Contributor; and
 - ii) Locality of Supplier

1.3) The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
LOCALITY (See definitions)	10
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- 1.4) Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.5) The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. **DEFINITIONS**

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**Locality**” means the local suppliers and/or service providers that business offices are within the Municipal area of Prince Albert (WC052).
- (h) “**price**” includes all applicable taxes less all unconditional discounts;
- (i) “**proof of B-BBEE status level of contributor**” means:
- a) B-BBEE Status level certificate issued by an authorized body or person;
 - b) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - c) Any other requirement prescribed in terms of the B-BBEE Act;

- j) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- k) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- l) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1) POINTS AWARDED FOR PRICE

3.1.1) The 80/20 or 90/10 preference point systems

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) & \mathbf{or} & Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)
 \end{array}$$

Where

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

3.2) **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1) Points awarded for price

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1) In terms of the Preferential Procurement Policy of Prince Albert Municipality, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2) In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

SPECIFIC GOALS

SPECIFIC GOALS FOR THE TENDER AND POINTS CLAIMED ARE INDICATED PER THE TABLE BELOW:

The specific goals allocated points in terms of this tender	Number of points allocated - 80/20 system)	Number of points allocated - 90/10 system)
B-BBEE preference points	10 points	5 points
Locality	10 points	5 points

- 4.3) A maximum of 20 points (80/20 preference points system) or 10 (90/10 preference points system), will be allocated for specific goals. These goals are:
- contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability (BBBEE), and
 - Promotion of enterprises located in the municipal area
- 4.4) **Regarding par 5.3(a), 50% of the 20/10 points will be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows:**

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	50% of Points for Preference (80/20)	Number of Points for Preference (90/10)	50% of Points for Preference (90/10)
1	20	10	10	5
2	18	9	9	4.5
3	16	8	8	4
4	12	6	6	3
5	8	4	4	2
6	6	3	3	1.5
7	4	2	2	1
8	2	1	1	0.5
Non-compliant contributor	0	0	0	0

- A tenderer must submit proof of its BBBEE status level contributor.
- A tenderer failing to submit proof of BBBEE status level of contributor –
 - may only score in terms of the 80/90-point formula for price; and
 - scores 0 points out of 10/5 BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

4.4.1) B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPH 4.1

B-BBEE Status Level of Contributor:

(Only indicate your B-BBEE Status Level of Contributor – the points will be calculated by the Municipality)

4.4.2) LOCALITY

Points for specific goals to promote suppliers or service providers located in a province, district or municipal area / (hereafter referred to as locality).

- a) Each tender must specify in the invitation to tender that a maximum of 50% of the 20/10 points will be allocated to promote the specific goal of locality.
- b) Only one of the points as set out below that best describes the enterprise’s locality may be awarded if applicable.
- c) Regarding par **5.3 (b)**, a maximum of 50% of the 20/10 points must be allocated to promote this goal. Maximum points will be allocated as follows:

LOCALITY OF SUPPLIER / LOCAL LABOUR	POINTS FOR LOCALITY (80/20)	POINTS FOR LOCALITY (90/10)
Within the boundaries of the municipality	10	5
Outside municipal boundaries, but within the boundaries of district (Central Karoo)	8	4
Outside boundaries of the municipality and district, but within Western Cape Province	5	2.5
Outside of the Western Cape Province	2	1

- d) Bidders must submit one of the following in order to receive points for the above-mentioned criterion.
 - (i) Municipal Account of address as indicated in bid document;
 - (ii) If the address as indicated in bid document is not in the name of the bidder, the latest lease agreement for this address or sworn affidavit of the owner stating occupancy.
 - (iii) The premises of the bidder as indicated in MBD6.1 of the bid document as the business address should be established prior to the advertisement date.

LOCALITY CLAIMED IN TERMS OF PARAGRAPHS 4.4

Locality (indicate as per table above) :

(The address provided in 4.5 below, will be used to determine the locality as per 4.4.2 above).

4.5) MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

.....

Stand Number:

4.6) NAME OF COMPANY / FIRM

.....

4.7) COMPANY REGISTRATION NUMBER

.....

4.8) TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

(i) The information furnished is true and correct;

(ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

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

.....
SIGNATURE(S) OF BIDDER(S)

DATE:

ADDRESS:

.....

.....

WITNESSES:

1.

2.



**MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN
MANAGEMENT PRACTICES**

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

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

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	YES	NO
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	YES	NO
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	YES	NO
4.5.1	If so, furnish particulars:		

5. CERTIFICATION

I, the undersigned (full name), _____, certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE)	
NAME OF FIRM			



MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1) take all reasonable steps to prevent such abuse;
 - 3.2) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This 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.
5. 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.
3. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
4. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
5. 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;
6. 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.
7. 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.
8. 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.

9. 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.

10. 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.

11. 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	
NAME OF FIRM			

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

(a) **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.



MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

**DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE
MANAGEMENT ACT (NO.56 OF 2003)**

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

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

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

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

FURTHER DETAILS OF THE BIDDER'S (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). Failure to submit with the tender will result in the bid being marked as non-responsive.				
NB: PLEASE ATTACH COPY(IES) OF MUNICIPAL ACCOUNTS.				
NUMBER OF SHEETS APPENDED BY THE TENDERER TO THIS SCHEDULE (IF NUL, ENTER NIL).				

<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>
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E-TENDER DECLARATION

It is compulsory to confirm “YES” or “NO” on all line items.

DESCRIPTION	COMPLY (YES / NO)
The original document collected from the Municipality must be submitted or, if documents are printed from the e-tender website, the original, printed document must be submitted, clearly reflecting all writing and signatures in black ink. Copied documents where the writing and signatures is unclear and/or copied will render the tender non-responsive.	
Print the tender document with a quality printer. If the wording is unclear, the document will be discarded.	
Printed documents must be binded securely according to page numbers to prevent pages getting lost. Missing pages will render the tender non-responsive. Do not staple the pages together.	
The Price Schedule and All Annexures with compulsory attachments must be binded to the back of the document.	
No alterations of the document will be accepted. Any alterations will disqualify the tender.	

It is compulsory to comply and sign below if the tenderer agrees to the requirements above.

I accept and approve all of the above.

.....
Signature of Bidder

MUNISIPALITEIT
VAN
PRINS ALBERT



MUNICIPALITY
OF
PRINCE ALBERT

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



TENDER SPECIFICATIONS

TENDER 58 / 2025

SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT PERIOD OF FIVE (5) YEARS

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 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 familiarise 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 as 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 interfaced solution offering.

The requirements detailed in this 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 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 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 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 (at least up to 50 users);

The municipality currently utilise Collaborator for records management. It is the responsibility of the new vendor to transfer all records and data from the existing Collaborator system. The cost of hardware, if required must be quoted. The municipality currently hosts the system on Hyper-V. Vendors may contact Morne Lategan via email @ morne@ubertech.co.za to determine whether the current hardware meets their requirements.

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 7 days 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 write 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 office 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 AND 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: - 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		

6.4) Indexing

No	Description	Comply	Do not comply
6.4.1	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		
6.4.2	Possible to specify mandatory fields to be completed prior to the documents being routed via workflow		
6.4.3	Supports indexing of COLD documents		

6.5) Linking documents

No	Description	Comply	Do not comply
6.5.1	Has support for folders of multiple data types		
6.5.2	Provides for compound documents		
6.5.3	When a user accesses a document, the system should provide pointers to the other documents to which it is linked		
6.5.3	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		
6.5.4	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)		
6.5.5	Possible to link electronic documents to existing paper documents/files.		

6.6) Security / Archiving

No	Description	Comply	Do not comply
6.6.1	Access control can be determined at individual, Branch or Regional level		
6.6.2	Provides a log of every activity performed on a document		

6.6.3	Electronic messages are maintained in a system which prevents them from being altered or manipulated		
6.6.4	Possible to review electronic records prior to near line and off-line archiving		
6.6.5	Archival rules may be dependent on elapsed time or on a specified condition being met		
6.6.6	Retention/archival status of each electronic record is easily accessed		
6.6.7	To achieve co-operation from users, filing is automated into as many of the processes as possible		

6.7) Workflow design

No	Description	Comply	Do not comply
6.7.1	Provides access to a complete, common database of associated process information by all identified users on the LAN, WAN Intranet and Internet		
6.7.2	Any user of a process can determine the history and status of that process instance, unless that access is specifically withdrawn		
6.7.3	Provides for task definition incorporating folders, images and documents		
6.7.4	Retrieves the task list/work queue for a given user		
6.7.5	The following may be designed for each task: Forms Roles Conditions for Routing Users and Groups Attachments External programs to execute		
6.7.6	Provides for conditional aborts for a task or an entire instance		
6.7.7	Provides for the bypassing of the normal flow of a process under specified conditions once a task has been completed		
6.7.8	Tasks may be designed so that they are repeatedly executed until specified conditions are satisfied		
6.7.9	Provides capability to define a group at run-time instead of at design time		

6.7.10	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		
6.7.11	Users may have more than one role		
6.7.12	Different user names may be assigned to the same role		
6.7.13	Designations may be an attribute of role (e.g. Chief Information Officer)		
6.7.14	Process rules cater for routing of tasks according to the value of fields e.g. R10 000: Deadlines on task Reminder processing		
6.7.15	Auto-escalation of priority for a process instance		
6.7.16	Auto-escalation of priority for a task		
6.7.17	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		
6.7.18	Alerts must be able to trigger the execution of actions (e.g. collecting information from a database, performing calculations, etc.)		
6.7.19	Provides for versions of process definitions		
6.7.20	New versions of process definitions may be introduced without shutting down the process environment		
6.7.21	Facility to automatically and periodically launch an instance of a workflow process		
6.7.22	Provides automation agents to automatically use		
6.7.23	Third-party applications to perform tasks as a part of the workflow without user involvement		
6.7.24	Provides for controlled work sign off by means of electronic passwords and password protected electronic signatures		
6.7.25	Criteria for searching for process instance is flexible i.e., on one or more of instance's attributes or index criteria		
6.7.26	Ability to have immediate updating of current process information		
6.7.27	An identical form, completed by several members of a group, will be indexed so that each version is uniquely identifiable		
6.7.28	Incorporates a graphical user Interface designer		
6.7.29	Tasks are re-usable		

6.7.30	Processes are re-usable		
6.7.31	Process instances may be initiated based on various criteria (e.g. administrator, time/date, database triggers, logical expressions, being met ect.,)		
6.7.32	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.		
6.7.33	Provides for the creation of prototyping environments which simulate the actual process that is to be automated		
6.7.34	Specified tasks may be executed because of error or exception conditions		
6.7.35	Exceptions may be dealt with at run-time by the owner of selected users of a process		
6.7.36	Facility for entering telephone/verbal requests on the system (sticky notes)		
6.7.37	Able to log Internet correspondence and forward to users		

6.8) Movement of information

NO	DESCRIPTION	COMPLY	DO NOT COMPLY
6.8.1	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		
6.8.2	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		
6.8.3	Tasks follow both systems offer(pull) and system deliver (push) controls		
6.8.4	Sorts and filters the display of tasks (e.g. by priority) or expected time to completion, role		
6.8.5	Sorts and filters the display of tasks (e.g. by priority or expected time to completion, role) specified by user		
6.8.6	Process rules cater for routing work items to Multi users, Multi roles and Multiple groups		
6.8.7	Provides for serial, parallel and conditional routing.		
6.8.8	Provides for role-based routing i.e. routes a task to a function instead of an individual		

6.8.9	Provides for relationship-based routing i.e. ability to define an organization diagram so that the workflow is aware of reporting relationships		
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6.9) Processing information

NO	DESCRIPTION	COMPLY	DO NOT COMPLY
6.9.1	Work is deleted from everyone's in Basket when any one of the people in the group has performed the work		
6.9.2	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		
6.9.3	Ability to "Fast Path" to the relevant task without having to page through various screens to get there		
6.9.4	Allows a form to be broken up into multiple pages		
6.9.5	Users may define default form templates which can be re-used with minor modifications		
6.9.6	Sub-Processes can be created on an ad-hoc basis at run-time		

6.10) Management of work

NO	DESCRIPTION	COMPLY	DO NOT COMPLY
6.10.1	Each process may have one or more owners or supervisors		
6.10.2	Owner can remove a task from a queue and assign it to an individual for immediate action		
6.10.3	Owner can determine the time taken to complete a process and obtain an average time per process		
6.10.4	Should a malfunction occur in a recipient's workstation, it is possible for the owner to resend a task to the recipient		
6.10.5	Owner may initiate or terminate a process instance		
6.10.6	Owner can suspend and change Workflow characteristics (e.g. rules, user, roles, routing, etc.) and then put these Workflows back into production		

6.11) Reporting

NO	DESCRIPTION	COMPLY	DO NOT COMPLY
6.11.1	Produces reports that are: Ad-hoc User defined Standard		
6.11.2	Ability to access statistical information from live and archived data		
6.11.3	Retrieves data about the status of a process		

6.12) Security / Auditing / Archiving

NO	DESCRIPTION	COMPLY	DO NOT COMPLY
6.12.1	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		
6.12.2	Controls access to: Fields Tasks Processes Groups of Tasks Groups of Processes		
6.12.3	Possible to limit access to data to specific units of the organization		
6.12.4	Possible to limit access to a process to users of the process		
6.12.5	Access control may be specified at: User level Group Level Role Level		
6.12.6	A process may be designed and changed by one or more specified owners of a process		
6.12.7	An owner of a group may be able to view and perform the tasks of all members of the group		
6.12.8	Possible for the owner of a document to reassign ownership of the process		
6.12.9	Tracking and audit log is protected from unauthorized change		

6.12.10	System will log both attempted and gained access		
6.12.11	Data is encrypted across: -wide area network Internet		
6.12.12	Supports archiving event logs, without disrupting the on-going process		

6.13) Launching and controlling external applications

NO	DESCRIPTION	COMPLY	DO NOT COMPLY
6.13.1	External resources, such as applications, may be referred to indirectly by variable name, instead of by absolute path reference		
6.13.2	Designer may specify the launch of external applications		
6.13.3	Supports OLE		
6.13.4	Provides application-programming interfaces for integration with development tools such as Visual Basic or Access		
6.13.5	Allows data to be read from or written to an ODBC compliant database during a task in the workflow process without any user Intervention		
6.13.6	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		
6.13.7	Allows workflow data to be exported to an ASCII file for the benefit of legacy systems		
6.13.8	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		

6.14) Runtime Environment: Architecture

NO	DESCRIPTION	COMPLY	DO NOT COMPLY
6.14.1	The proposed system in WEB based		
6.14.2	Routing system is database based		

6.14.3	Any compilers or other software development tools required? Identify the compilers/software development tools.		
6.14.4	Proposed system must use the Windows active directory for user single sign-on (SSO) and rights and group membership		

6.15) Runtime Environment: Client

NO	DESCRIPTION	COMPLY	DO NOT COMPLY
6.15.1	Supports: Windows 10 Open Source Android Devices (App)		
6.15.2	Workflow operations occur on the server ONLY		
6.15.3	Provides support for occasionally connected users i.e remote mobile client (remote connection, download work, disconnect, process work, reconnect and upload completed work)		
6.15.4	Software is not workstation specific i.e multiple users may share one workstation		

6.16) Runtime Environment: Servers

NO	DESCRIPTION	COMPLY	DO NOT COMPLY
6.16.1	Has graceful recovery from failure on the part of the Workflow engine itself (e.g. Caching, roll-back, etc.)		
6.16.2	Supports Windows 2016+ server operating systems as well as open-source products		
6.16.3	Has graceful recovery from network communication failure		
6.16.4	Provides a set of APIs for accessing the Workflow engine		
6.16.5	May store process definitions, information and process instance life cycle information (users and status) on different servers		

6.16.6	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		
6.16.7	Server application uses symmetric multiprocessing (SMP) machines		
6.16.8	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		

6.17) Runtime Environment: Network

NO	DESCRIPTION	COMPLY	DO NOT COMPLY
6.17.1	The application and database server can be accessed by the TCP/IP network transport protocol. If not, specify		
6.17.2	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		
6.17.3	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		
6.17.4	Provides API's to access external databases. If true, please specify.		
6.17.5	Uses database to store workflow information. Specify		
6.17.6	System does not require a dedicated database server		
6.17.7	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)		
6.17.8	Support multiple servers and multiple databases		
6.17.9	To ensure fast responses, system can archive resolved correspondence from current correspondence and store it in a "historical" database, after a specified period. Specify		
6.17.10	Integrates with Internet tools (Web browser access, SMTP/MIME, POP3, FTP, LDAP4). If true, describe the tool's integration		

7. PROFESSIONAL SERVICES

Comprehensive requirements:

NO	DESCRIPTION	COMPLY	DO NOT COMPLY
7.1	<p>Professional Services – Source Code: Workflow and Document Management System</p> <p>Prince Albert Municipality subscribes to the OPEN-SOURCE principal and will require a copy of the source code to be supplied to Prince Municipality. The source Code will be delivered to the Prince Albert Municipality for safekeeping for the duration of the proposed engagement and for a period thereafter not shorter than 3 years.</p>		
7.2	<p>Professional Services: Correspondence Management</p> <p>Tenderers are to indicate, explain their methodology.</p>		
7.3	<p>Professional Services: Records Management</p> <p>Tenderers are to indicate, explain their methodology.</p>		
7.4	<p>Professional Services: Item Tracking and Resolution Management</p> <p>Tenderers are to indicate, explain their methodology.</p>		
7.5	<p>Professional Services: Document Management and workflow automation system</p> <p>Tenderers are to indicate, explain their methodology.</p>		
7.6	<p>Professional Services: On-Site Support Services</p> <p>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.</p>		
7.7	<p>The successful tenderer will have to accept and comply by Prince Albert Municipality's ICT Security Policy.</p>		

8. 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 the email system of the municipality (Zimbra) or a dedicated inbox. In some instances, seamless integration must be in place with the financial system. The processes with seamless integration are checked in the relevant column.

Bidders must be able to provide the below minimum business processes. Failure to comply will invalidate your offer.

8.1) Corporate business processes

NR	DESCRIPTION	SEAMLESS INTEGRATION REQUIRED WITH FINANCIAL SYSTEM	BIDDER TO INDICATE COMPLIANCE TO MINIMUM SPECIFICATIONS		
			COMPLY	DO NOT COMPLY	COMMENTS
8.1.1	<p>Records Management</p> <p>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).</p>	No			
8.1.2	<p>File Plan</p> <p>This solution must allow for an electronic File plan to be created and maintained by the Records Management Department.</p>	No			

8.1.3	<p>Contract Administration</p> <p>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.</p>	No			
8.1.4	<p>Correspondence Management</p> <p>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.</p>	No			
8.1.5	<p>Memorandums</p> <p>This solution must allow for Memorandums to be distributed to all parties and in selected instances Actions can be expected with regards to instructions in the Memorandums.</p>	No			
8.1.6	<p>Committee Management</p> <p>This solution must allow the user to maintain information regarding the different committees created in the organisation. Name changes and any relevant information must be managed here.</p>	No			

8.1.7	<p>Resolution management</p> <p>Once the delegated authority has taken a resolution, the resolution must be distributed to the official that must implement the resolution. The official may provide progress feedback on each of the resolutions assigned to them to resolve. The status, the resolution and the committee that made the resolution must appear in the status report.</p>	No			
8.1.8	<p>Lease and Alienation of Municipal Properties</p> <p>This solution must enable the public to apply to council for the renting or alienation of Municipal Properties. All related application information is captured and forwarded to Legal, Asset management, Planning and various other departments for consideration and approval by council. Once a decision is made by council the outcome must be communicated to the Applicant. Approved applications will result in a signed contract. The scanned contract and related renting information (e.g. Rental terms, escalations and amounts) must be captured and transferred to the Financial system 'Rent Register' to ensure that contractual terms are compiled with</p>	No			
8.1.9	<p>Policy Management</p> <p>New policies must be registered and scrutinized by the organisation before being distributed to relevant parties on the system.</p>	No			

8.1.10	Service Level Agreements This solution must include the generation of a 'SLA Contract' template and the registration of 'Contract Deliverables' applicable to suppliers.	No			
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8.2) Human Resource business processes

NR	DESCRIPTION	SEAMLESS INTEGRATION REQUIRED WITH FINANCIAL SYSTEM	BIDDER TO INDICATE COMPLIANCE TO MINIMUM SPECIFICATIONS		
			COMPLY	DO NOT COMPLY	COMMENTS
8.2.1	Personnel Contracts 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.	No			
8.2.2	Personnel Files 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	Yes			

	employee. The solution must provide for this. (Seamless integration to financial system)				
8.2.3	<p>Organizational Structure</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>	Yes			
8.2.4	<p>Delegation Register</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>	No			
8.2.5	<p>Personnel Appointment Process</p> <p>The solution must provide process to appoint a new permanent employee in the organisation within an approved post/position and obtaining approval thereof. The solution must provide for tasks to all relevant stakeholders of the employee movement in the organisation. Workflows indicating the process which was followed must be available. (Seamless integration to financial system)</p>	Yes			
	Probation Assessment				

8.2.6	Employees are constantly monitored for the first 6 months of employment. There are 6 probation assessments that automatically trigger from the Appointment process for the HR department to distribute to the various departments to enter scores regarding the employee's performance. The 6th probation assessments lead to an outcome or another 6 probation assessments can be triggered. The solution must provide for this and for a scorecard to generate which lies against the employee's personal file.	No			
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8.3) Financial related business processes

NR	DESCRIPTION	SEAMLESS INTEGRATION REQUIRED WITH FINANCIAL SYSTEM	BIDDER TO INDICATE COMPLIANCE TO MINIMUM SPECIFICATIONS		
			COMPLY	DO NOT COMPLY	COMMENTS
8.3.1	<p>Approval of Invoice Process</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</p>	Yes			

	<p>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>				
8.3.2	<p>Insurance Municipal Claims</p> <p>In the event of an incident/accident or municipal property a Council Claim or third-party claim can be registered. The registration form will include all details of the incident/accident and will be routed to obtain additional information from various department. After approval of all related detail, the claim will be approved by the department head and forwarded to the insurance official to liaise with the insurance provider. The Case detail and outcome are captured on the system and related department are notified of the outcome. This solution must ensure that all Insurance cases are monitored and updated on a constant basis and provide general and financial reporting information on claims</p>	No			
8.3.3	<p>Procurement Planning</p> <p>Section 24 (3) of the MFMA requires that the approved budget must be submitted to both National Treasury and the Provincial Treasury within ten working days after approval of the annual budget. Furthermore, as per MFMA Circular No. 94, municipal managers are required to submit a Procurement Plan with the Budget. The Procurement Plan is a list of all Capital and Operational Projects where procurement is applicable. The</p>	No			

	<p>solution must use a Project management approach to ensure the budget spending targets are met. A Unique Bid Number must be assigned and Baseline, Planned, and Actual dates must be entered on the Plan. Alerts must be sent by the solution to Departmental users on key dates to provide progress feedback. The realization of key procurement dates must constantly be monitored with a weekly management report. Related IDP Request, Projects Proposals, Requisitions, Contracts, Orders and Invoices must be linked to ensure that all related processes and records are available for audit purposes.</p>				
8.3.4	<p>SCM Requisitions 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>	Yes			
8.3.5	<p>Stock Requisitions 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 account number, Catalogue description and validations indication the</p>	Yes			

	available budget amount. This process includes 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 process will be a generated order in the financial system. (Seamless integration to financial system)				
8.3.6	<p>Travel and Subsistence Claims</p> <p>The solution should provide for Finance department to manage Travel and Subsistence Claims. The Solution will include the registration of all types of claims (Accommodation, Subsistence, Transport and Other) combined in one task. Multiple line items will be created per type of claim. The process will make provision for approval by the Director, additional approval by the MM (if required), travel insurance and payment of claims in advance. Subsistence rates as specified by SARS will be applicable depending on the number of hours out of the office. Quotations will be obtained and references for accommodation bookings. A vehicle register will be used to obtain data related to transports without an Operator. mSCOA Short codes will be applicable for each type of claim and will be obtained from the Financial System.</p>	Yes			
8.3.7	<p>Work Orders</p> <p>The solution must ensure that the required maintenance activities (maintenance plan) must be performed. The applicable team receives instructions (Work Order or Job card) on their mobile devices. Once the work has been done the responsible resource provides feedback.</p>	Yes			

8.4) Community Services business processes

NR	DESCRIPTION	SEAMLESS INTEGRATION REQUIRED WITH FINANCIAL SYSTEM	BIDDER TO INDICATE COMPLIANCE TO MINIMUM SPECIFICATIONS		
			COMPLY	DO NOT COMPLY	COMMENTS
8.4.1	<p>Burial Management This solution must include the registration of cemeteries and burial plots with in crematories. Allocation, reservation and payment of plots must be included. Records related to the burial plot, tenant or deceased must be stored as related records in the Burial Register.</p>	No			
8.4.2	<p>Business License Applications This solution must manage Business License applications for all businesses within a Municipal Area. The Solution will include a database of Business Premises, Business License Application, the process of review, preliminary inspections, approval and a system generated Business License Certificate. Periodic inspections are scheduled, and related inspection records are captured per Business Premises.</p>	No			
8.4.3	<p>Event Management – (Cloud Solution (Portal) for Public Access) via the official Western Cape Portal. This solution must enable external users to do online Application for Event Hosting in a municipal area. The application must include sub–applications for Noise exceptions, Signage, Erection</p>	No			

	of Temporary Structures, Way leave Certificates and population certificates.				
8.4.4	<p>Noise Exemption Application</p> <p>This solution must manage noise exemption applications for all businesses within a Municipal Area. The Solution must include a database of Business Premises, Noise exemption Application, the process of review, preliminary inspections, approval and a system generated Noise Exemption Certificate. Periodic inspections are scheduled, and related inspection records must be captured per Business.</p>	No			
8.4.5	<p>Venue Management: Town Halls/ Library Halls/ Sport Facilities</p> <p>This solution must enable members of the community or municipal officials to view availability, make reservations and do payments to rent municipal venues for functions. The process must include reservations, calculation of cost for venue amenities, preparation notifications and deposit paybacks.</p>	Yes			
8.4.6	<p>Film Management – (Cloud Solution (Portal) for Public Access) via the official Western Cape Portal.</p> <p>This solution must enable external users to do online Application for Film production in a municipal area. The application must include sub–applications for Noise exceptions, Signage, Erection of Temporary Structures, Way leave Certificates and population certificates.</p>	No			

8.5) Building control business processes

NR	DESCRIPTION	SEAMLESS INTEGRATION REQUIRED WITH FINANCIAL SYSTEM	BIDDER TO INDICATE COMPLIANCE TO MINIMUM SPECIFICATIONS		
			COMPLY	DO NOT COMPLY	COMMENTS
8.5.1	<p>Building Inspections</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>	No			
8.5.2	<p>Building Plan Management – (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>	No			
8.5.3	<p>Land Use Applications</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>	No			

8.5.4	<p>Planning Signage Management</p> <p>This solution must enable the municipality to regulate and monitor the erection and removal of signage in the municipal area. The display of any signs, posters, banners and advertising, requires an application to be submitted to the municipality. Applications must be forwarded for review and approval to a signage committee, which will, after consideration approve or reject the application. Transgression notices and fees are applicable when regulations are not adhered to. The solution must provide for this.</p>	No			
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8.6) Other miscellaneous business processes

NR	DESCRIPTION	SEAMLESS INTEGRATION REQUIRED WITH FINANCIAL SYSTEM	BIDDER TO INDICATE COMPLIANCE TO MINIMUM SPECIFICATIONS		
			COMPLY	DO NOT COMPLY	COMMENTS
8.6.1	<p>Technical Project Management</p> <p>The solution must allow for documents to be uploaded on the system with various fields to be entered. A database must then be available of all Technical projects registered</p>	No			
8.6.2	<p>Way Leave – (Cloud Solution (Portal) for Public Access) via the official Western Cape Portal.</p> <p>The solution must allow for user registration, account setup and company registration and a completed wayleave application and</p>	Yes			

	supporting documents via the Portal. Complete management of the application must then be handled in the solution on premise and allow for closure and reimbursement of the organisation.				
8.6.3	<p>Reports</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>	No			

9. CONTACT PERSON (TECHNICAL / SPECIFICATION RELATED ENQUIRIES)

Mr. David-Leigh Willemse (Manager: Expenditure &SCM)

Tel: 023 541 1668

Email: willemsed@pamun.gov.za

FUNCTIONALITY SCORING

1. Proposal Evaluation

- 1.1) The pre-evaluation of the functional proposal will be based on its responsiveness to the criteria listed in Section B, and will be scored out of 60 points.
- 1.2) **Proposals that do not score the minimum of 45 out of 60 points (75%) will be regarded as non-responsive and only those bidders who score more than 45 out of 60 points will be evaluated further on the 80/20 preference points system.**
- 1.3) 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.
- 1.4) Full details of the functional areas mentioned below must be supplied.
- 1.5) Bids not meeting the minimum requirements will be considered non-responsive and disqualified.

2. Functionality

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

CRITERIA	MAXIMUM SCORE	For proof of compliance provide bid document reference page number
<p>EXPERIENCE</p> <p>Relevant experience of company or legacy companies – bidder to indicate number of years that the firm is in existence:</p> <ul style="list-style-type: none"> ▪ 3 - 5 years = 4 points ▪ 6 - 10 years = 7 points ▪ 10+ years = 10 points 	10	
<p>REFERENCES</p> <p>Reference letters provided for similar work performed for municipalities within the Republic of South Africa:</p> <ul style="list-style-type: none"> ▪ 0 – 1 references = 3 points ▪ 2 - 3 references = 5 points ▪ 4 – 5 references = 10 points ▪ 6 – 7 references = 15 points ▪ 8+ references = 20 points <p>References must be on the official letterhead of the referee. Failure to comply will result in no points being awarded for the criteria.</p>	20	

<p>SYSTEM FUNCTIONALITY</p> <p>The compliance of the system functionality will be evaluated based on the response of comply or do not comply. The municipality reserves the right to perform practical tests at a site listed by service provider as proof in criteria 1b) Each question in sections 6-8 will count 1 point, when calculating functionality, the count will be express as % compliance. Points will be allocated as follow:</p> <ul style="list-style-type: none"> ▪ Above 90% = 30 points ▪ 80% to 89.99% = 15 points ▪ 70% to 79.99% = 10 points ▪ 60% to 69.99% = 0 points 	<p>30</p>	<p>The responses as per sections 6-8 of the tender document.</p>
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Notes:

1. Bids that are not referenced in terms of section 2.1 may be declared non-responsive.
2. For the evaluation of functionality bidders are requested to furnish detailed information in substantiation of compliance with the functionality criteria mentioned in paragraph 2.1 above, for example business registration certificates. The Municipality reserve the right to visit Municipalities listed to confirm compliance as claimed on Sections 6-13.
3. A bidder that scores less than 45 points out of 60 in respect of the functionality criteria will be regarded as submitting a non-responsive proposal and will be disqualified.

MBD 3.1 – PRICING SCHEDULE

SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENT AND WORKFLOW SYSTEM FOR A CONTRACT PERIOD OF FIVE (5) YEARS

INSTRUCTIONS:

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
3. Document **MUST** be completed in non-erasable black ink.
4. **NO** correction fluid/tape may be used.
5. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
6. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
 - a) In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

	INDICATE WITH AN "X"							
	YES				NO			
Are you/is the firm a registered VAT Vendor								
If "YES", please provide VAT number								

I / We _____ (full name of the Bidder) the undersigned in my capacity as _____ of the firm hereby offer to Prince Albert Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Prince Albert Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

Pricing Instructions

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 for year one (1) of the contract. 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

Year 1

ITEM NR	DESCRIPTION	RATE PER ITEM (INCL. VAT)	ESTIMATED QUANTITY	TOTAL AMOUNT (INCLUSIVE OF VAT) (C X D = E)
A	B	C	D	E
1.	Implementation cost (Once off implementation cost, payable on sign-off)		1	
2.	Annual licence fee (Payable within 30 days of receipt of invoice)		1	
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 fourteen (14) business processes)		1	
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)		1	
5.	Annual Support Services (Payable within 30 days of receipt of invoice, include all cost required to provide the support service on-site that includes Three (3) full working days per month or 288 hours per annum.		288	
6.	Other Assistance (Payable within 30 days of receipt of invoice, after order has been issued based on written quotation, all worked perform based on an all-inclusive hourly rate)		350	
7.	Other costs Hosting fee – Building control portal – Fee per month		12	
TOTAL COST (INCLUSIVE OF VAT) - YEAR 1				

Year 2

ITEM NR	DESCRIPTION	RATE PER ITEM (INCL. VAT)	ESTIMATED QUANTITY	TOTAL AMOUNT (INCLUSIVE OF VAT) (C X D = E)
A	B	C	D	E
1.	Annual licence fee (Payable within 30 days of receipt of invoice)		1	
2.	Annual mSCOA development cost (Payable within 30 days of receipt of invoice) include all development cost required to comply with mSCOA and the prescribed fifteen (15) business processes)		1	
3.	Annual Maintenance fee (Payable in one instalment within 30 days of receipt of invoice, include all cost required to maintain the system once implemented)		1	
4.	Annual Support Services (Payable within 30 days of receipt of invoice, include all cost required to provide the support service on-site that includes Three (3) full working days per month or 288 hours per annum.		288	
5.	Other Assistance (Payable within 30 days of receipt of invoice, after order has been issued based on written quotation, all worked perform based on an all-inclusive hourly rate)		350	
6.	Other costs Hosting fee – Building control portal – Fee per month		12	
TOTAL COST (INCLUSIVE OF VAT) - YEAR 2				

Year 3

ITEM NR	DESCRIPTION	RATE PER ITEM (INCL. VAT)	ESTIMATED QUANTITY	TOTAL AMOUNT (INCLUSIVE OF VAT) (C X D = E)
A	B	C	D	E
1.	Annual licence fee (Payable within 30 days of receipt of invoice)		1	
2.	Annual mSCOA development cost (Payable within 30 days of receipt of invoice) include all development cost required to comply with mSCOA and the prescribed fifteen (15) business processes)		1	
3.	Annual Maintenance fee (Payable in one instalment within 30 days of receipt of invoice, include all cost required to maintain the system once implemented)		1	
4.	Annual Support Services (Payable within 30 days of receipt of invoice, include all cost required to provide the support service on-site that includes Three (3) full working days per month or 288 hours per annum.		288	
5.	Other Assistance (Payable within 30 days of receipt of invoice, after order has been issued based on written quotation, all worked perform based on an all-inclusive hourly rate)		350	
6.	Other costs Hosting fee – Building control portal – Fee per month		12	
TOTAL COST (INCLUSIVE OF VAT) - YEAR 3				

Year 4

ITEM NR	DESCRIPTION	RATE PER ITEM (INCL. VAT)	ESTIMATED QUANTITY	TOTAL AMOUNT (INCLUSIVE OF VAT) (C X D = E)
A	B	C	D	E
1.	Annual licence fee (Payable within 30 days of receipt of invoice)		1	
2.	Annual mSCOA development cost (Payable within 30 days of receipt of invoice) include all development cost required to comply with mSCOA and the prescribed fifteen (15) business processes)		1	
3.	Annual Maintenance fee (Payable in one instalment within 30 days of receipt of invoice, include all cost required to maintain the system once implemented)		1	
4.	Annual Support Services (Payable within 30 days of receipt of invoice, include all cost required to provide the support service on-site that includes Three (3) full working days per month or 288 hours per annum.		288	
5.	Other Assistance (Payable within 30 days of receipt of invoice, after order has been issued based on written quotation, all worked perform based on an all-inclusive hourly rate)		350	
6.	Other costs Hosting fee – Building control portal – Fee per month		12	
TOTAL COST (INCLUSIVE OF VAT) - YEAR 4				

Year 5

ITEM NR	DESCRIPTION	RATE PER ITEM (INCL. VAT)	ESTIMATED QUANTITY	TOTAL AMOUNT (INCLUSIVE OF VAT) (C X D = E)
A	B	C	D	E
1.	Annual licence fee (Payable within 30 days of receipt of invoice)		1	
2.	Annual mSCOA development cost (Payable within 30 days of receipt of invoice) include all development cost required to comply with mSCOA and the prescribed fifteen (15) business processes)		1	
3.	Annual Maintenance fee (Payable in one instalment within 30 days of receipt of invoice, include all cost required to maintain the system once implemented)		1	
4.	Annual Support Services (Payable within 30 days of receipt of invoice, include all cost required to provide the support service on-site that includes Three (3) full working days per month or 288 hours per annum.		288	
5.	Other Assistance (Payable within 30 days of receipt of invoice, after order has been issued based on written quotation, all worked perform based on an all-inclusive hourly rate)		350	
6.	Other costs Hosting fee – Building control portal – Fee per month		12	
TOTAL COST (INCLUSIVE OF VAT) - YEAR 5				

Pricing schedule summary:

Total amount (Inclusive of VAT) – Year 1	
Total amount (Inclusive of VAT) – Year 2	
Total amount (Inclusive of VAT) – Year 3	
Total amount (Inclusive of VAT) – Year 4	
Total amount (Inclusive of VAT) – Year 5	
TOTAL BID PRICE (INCLUSIVE OF VAT) – CARRIED FORWARD TO TENDER COVER PAGE	

Section B of Pricing Schedule

1. The annual escalation percentage will be based on the CPIX rate of South Africa for the month preceding the anniversary of the contract. 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.



MBD 7.1 - CONTRACT FORM – PURCHASE 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)

1. 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 **TENDER 58 / 2025** 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.
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 2022;
 - 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) 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.
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 undertake to make payment for the goods/works as specified in the bidding documents.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

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 [MUNICIPALITY])

- 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	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE



MBD 7.2 - CONTRACT FORM – RENDERING OF SERVICES

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)

8. 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 **TENDER 58 / 2025** 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.
9. 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);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
 - 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)
10. 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.
11. 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.
12. I undertake to make payment for the goods/works as specified in the bidding documents.
13. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
14. 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 PURCHASER [MUNICIPALITY])

4. 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).
5. An official order indicating delivery instructions is forthcoming.
6. 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	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE