Munisipale Kantoor
Privaatsak X12
VREDENBURG, 7380
Tel. No.(022) 701-7113
Faks No.(022) 715-1304

SALDANHA BAAI BAY
MUNISIPALITEIT | MUNICIPALITY | uMASIPALA

Municipal Offices
Private Bag X12
VREDENBURG, 7380
Tel. No.(022) 701-7113
Fax No.(022) 715-1304

TENDER DOCUMENT

TENDER NUMBER	SBM 12/26/27
TENDER DESCRIPTION	SUPPLY, INSTALLATION AND MANAGEMENT OF A STS COMPLIANT PREPAYMENT ELECTRICITY VENDING, DATA MANAGEMENT, REVENUE PROTECTION AND AUTOMATIC METER READING(AMR) FOR THE PERIOD 01 JULY 2027 TO 30 JUNE 2032.
NAME OF TENDERER	
BUSINESS ADDRESS	
TELEPHONE NUMBER	
CSD NUMBER	

SUBMISSION DETAILS:

ADDRESS	TENDER BOX, GROUND FLOOR, INVESTMENT CENTRE, 15 MAIN ROAD, VREDENBURG		
CLOSING DATE	11 DECEMBER 2026	**CLOSING TIME**	12H00

The document, fully completed in all respects, together with any returnable and additional, supporting documentation required, must be submitted in a sealed envelope with the name and address of the tenderer, the project number and description and the closing date and time indicated on the envelope. The sealed envelopes must be inserted into the appropriate official tender box before the closing date and time.

Initial_____

All bids must be submitted on the official bid documents issued by SBM for this bid and not be re-typed.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Rosaire Farmer

Tel: 022 701 6945

Email: rosaire.farmer@sbm.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION / SPECIFICATIONS MAY BE DIRECTED TO:

Contact Person: Cassie du Preez

Tel: 022 701 7123

Email: cassie.dupreez@sbm.gov.za

Initial_____

INSTRUCTION: HANDLING OF TENDER DOCUMENT

Tenders must be properly received and deposited in the above-mentioned tender box on or before the closing date and before the closing time. No late tender offers will be accepted under any circumstances. Tender offers must be submitted in a sealed envelope properly marked in terms of the tender number and tender description as indicated above. If the tender offer is too large to fit into the abovementioned box, please enquire at the public counter opposite the tender boxes for assistance. No tender offers will be accepted via facsimile, email or electronic copies.

All bids must be submitted on the official bid documents issued by SBM for this bid and not be re-typed.

Tenders generated from e-Tender:

E-TENDER DECLARATION

It is compulsory to confirm "Yes" or "No" on all line items **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 bound 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 bind to the back of the document.	
No alterations of the document will be accepted. Any alterations will disqualify the tender.	
Print the Tender document on both sides to save paper and for standardisation.	

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 TENDERER

Initial_____

CHECKLIST

Please ensure that you have included all the documents listed below and submit it with your tender document (attach to 20. Compulsory documents) as well as ensure that you adhere to the listed requirements. This well ensure that your tender is not deemed to be non-responsive and disqualified.

PLEASE TICK BOX ON THE LEFT ☐ √

- ☐ Identity Documents of all those with equity ownership in the organization. In the case of a company please include only those ID documents of the Directors with equity ownership.
- ☐ Company registration forms.
- ☐ Certified copy of director/s municipal account/s.
- ☐ Registration with professional body (If applicable).
- ☐ Samples Provided (If applicable).
- ☐ All relevant sections complete and signed and all pages of tender document initialled by authorized signatory.
- ☐ Proof attached that signatory is duly authorized to enter into contractual agreement with Saldanha Bay Municipality on behalf of the organization.
- ☐ Original or Originally Certified copy of a valid SANAS approved B-BBEE certificate or a valid B-BBEE affidavit.
- ☐ Proof for claiming points for locality as required in MBD 6.1.
- ☐ Tax-compliant status on CSD.
- ☐ Financial statements or accounts as per MBD 5.

DECLARATION

I declare that all relevant documentations have been included with the bid document and all the tender conditions have been adhered to.

Name: _____ Signature: _____

Capacity: _____

Initial_____

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TENDER SBM 12/26/27

PART A: INVITATION AND GENERAL INSTRUCTION

1. ADVERTISEMENT

SALDANHABAAI MUNISIPALITEIT

TENDER NOMMER: SBM 12/26/27

TENDER BESKRYWING: VOORSIENING, INSTALLASIE EN BESTUUR VAN 'N STS-VOLDOENDE VOORBETALINGSAFLEWERING VAN ELEKTRISITEIT, DATA-BESTUUR, INKOMSTEBESKERMING EN OUTOMATIESE METERLEES (AMR) VIR DIE PERIODE 01 JULIE 2027 TOT 30 JUNIE 2032.

Tender dokumente is beskikbaar om afgelaai te word vanaf die e-Tender publikasie webtuiste www.etenders.gov.za of kan alternatiewelik verkry word by Mev. R. Farmer, Hoofstraat 15, Beleggingsentrum, Vredenburg vanaf **Maandag, 09 November 2026.**

Indien tender dokumente verkry word, moet 'n nie-terugbetaalbare tender deposito van R306.00 betaal word aan Saldanhabaai Munisipaliteit. 'n Bewys van betaling moet aangebied word vir die verkryging van tender dokumente.

Navrae: Mnr. C du Preez

E-pos: cassie.dupreez@sbm.gov.za

Tenders moet in die tenderbus by die Beleggingsentrum, Hoofstraat 15, Vredenburg ingedien word **voor 12H00 op Vrydag, 11 Desember 2026** en moet in 'n geseëlde koevert wees waarop daar aan die buitekant duidelik gemerk is die bovermelde tender nommer en beskrywing.

'n Verpligte inligtingsessie sal plaasvind in die Elektriese Kommittee Kamer, geleë te Kerkstraat 38, Vredenburg op Woensdag 18 November 2026 stiptelik om 12:00. **Geen grasie periode sal toegelaat word nie**.

Na die sluitingsuur sal die tenders in die publiek oopgemaak word. Enige of die laagste tender sal nie noodwendig aanvaar word nie.

Funksionaliteit sal gebruik word as maatstaf om in aanmerking te kom vir die tender. Dit hou verband met die tenderaar se vermoë om 'n gehalte diens aan die munisipaliteit te verskaf. Tenderaars wat nie voldoen aan die funksionaliteit kriteria (minimum punte), sal dus nie oorweeg word vir verdere evaluering nie.

Die 80/20 voorkeur-puntestelsel soos vervat in die Voorkeur Verkrygings Beleid, R8/5-26, van 28 Mei 2026 sal in die beoordeling van hierdie tender gebruik word.

'n Geldige inkomstebelasting uitklaringsertifikaat, soos uitgereik deur die Suid-Afrikaanse Inkomstediens, moet tesame met die tender dokument ingehandig word, en die tenderaar moet voldoen aan die belastingvoorwaardes op die Sentrale Verskaffers Databasis (CSD).

Mnr. H. Mettler
MUNISIPALE BESTUURDER
Saldanhabaai Munisipaliteit
Privaatsak X 12
VREDENBURG
7380

SALDANHA BAY MUNICIPALITY

TENDER NUMBER: SBM 12/26/27

TENDER DESCRIPTION: SUPPLY, INSTALLATION AND MANAGEMENT OF A STS COMPLIANT PREPAYMENT ELECTRICITY VENDING, DATA MANAGEMENT, REVENUE PROTECTION and AUTOMATIC METER READING(AMR) FOR THE PERIOD 01 JULY 2027 TO 30 JUNE 2032.

Tender documents can be downloaded from the e-Tender publication portal at www.etenders.gov.za or alternatively can be collected from Mrs. R. Farmer, 15 Main Road, Investment Centre, Vredenburg from **Monday, 09 November 2026.**

If tender documents are collected, a non-refundable tender deposit of R306.00 is payable to Saldanha Bay Municipality. A proof of deposit is required for the collection of tender documents..

Enquiries: Mr. C du Preez

Email: cassie.dupreez@sbm.gov.za

Tenders must be placed in the tender box of the Investment Centre, Ground Floor, 15 Main Road, Vredenburg, **before 12H00 on Friday 11 December 2026,** in a sealed envelope where on the outside is clearly marked the above-mentioned tender number and description.

A compulsory information session (clarification meeting) will take place at the Electrical Committee Room, 38 Church Street, Vredenburg on Wednesday 18 November 2026 promptly at 12:00. **No grace period shall be allowed**.

The tenders shall be opened in the public after the closing hour. Any or the lowest tender will not necessarily be accepted.

Functionality will be evaluated as an eligibility criterion. The eligibility criteria relate to the bidder's ability to provide a quality service to the municipality. Bidders that do not meet the functionality criteria (minimum score) will therefore not be considered for further evaluation.

The 80/20 preference point system as contained in the Preferential Procurement Policy, R8/5-26, of 28 May 2026 will be used in the adjudication of this tender.

A valid tax clearance certificate, from the South African Revenue Services, must be supplied with the tender document, and the tenderer must be tax-compliant on the Central Supplier Database (CSD).

Mr. H. Mettler
MUNICIPAL MANAGER
Saldanha Bay Municipality
Private Bag X 12
VREDENBURG
7380

Initial_____

2. INSTRUCTION TO TENDERER

2.1 General and Special Conditions of Contract

The General Conditions of Contract (GCC) as well as Special Conditions of Contract (SCC) forming part of this set of tender documents will be applicable to this tender in addition to the conditions of tender. Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail.

2.2 Acceptance or Rejection of a Tender

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or the tender scoring the highest points.

2.3 Validity Period

Bids shall remain valid and binding for a minimum of 90 days after the tender closure date and the validity extends automatically till the contract is signed if validity goes beyond the number of days indicated. The reason for this is to ensure that the tender is valid till appeals are considered, if received.

2.4 Cost of Tender Documents

Tender documents can be downloaded from the eTender publication portal at www.etenders.gov.za or alternatively can be collected at a non-refundable tender deposit rate payable to Saldanha Bay Municipality. Payment for tender documents must be made cash or payment into Saldanha Bay Municipality's bank account. These costs are non-refundable. No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically.

2.5 Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database, to register online. In the event that a tenderer is not yet registered, it is requested that the online registration proceeds with the Central Supplier Database. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the Central Supplier Database.

2.6 Completion of Tender Documents

a) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. All the pages must be initialed by the authorised signatory and returned.

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b) Tender documents may not be retyped.

c) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

d) No unauthorized alteration or amendments of this set of tender documents will be allowed. Any unauthorized alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.

e) Tenders must be completed in indelible ink and NO CORRECTION FLUID may be used in the Tender Document. If corrections must be made, a line must be drawn through the correction and it must be initialed.

f) The bidder must verify regularly on E-tender and our website whether there are any addendums before submission and addendums must be submitted with the tender document.

g) If a document is electronically completed, NO ALTERATIONS OR AMENDMENTS may be made to the content of the tender document. ALTERATIONS OR AMENDMENTS to the tender document will result in disqualification. Also note that the contract will be terminated in a case where it is detected after contract signing that the tender document was altered or amended. It thus remains the responsibility of the tenderer to ensure that the same document as was issued is submitted.

2.7 Compulsory Documentation

2.7.1 Income Tax Clearance Certificate

A valid Income Tax Clearance Certificate must accompany the bid documents unless the bidder is registered on the Central Supplier Database and are Tax compliant. If the South African Revenue Services (SARS) cannot provide a valid Income Tax Clearance Certificate, the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order or their tax pin.

2.7.2 Municipal Rates, Taxes and Charges

Business account: See MBD 6.1 and call office if any clarification is required (important for claiming preference points).

Director's accounts:

a) A copy of the bidder's municipal account for the month preceding the tender closure date must accompany the tender documents.

b) Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more

Initial_____

than three months and have not made an arrangement for settlement of same before the bid closure date will be disqualified.

2.8 Authorized Signatory

a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorizing the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.

b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorized to sign it for and on behalf of the bidder.

2.9 Quantities of Specific Items

Bidders are required to complete the Pricing Schedule below by providing unit prices and total prices based on the estimated quantities reflected. The quantities indicated are estimated quantities provided solely for tender evaluation purposes. The actual quantities to be procured may vary depending on the Municipality's operational requirements, the approved budget and the tendered unit prices. The Municipality reserves the right to increase or decrease the quantities awarded subject to its operational requirements and budget availability. The Municipality is under no obligation to procure the full estimated quantities reflected in the Pricing Schedule and reserves the right not to make an award should it be in the public interest to do so or should no acceptable tender be received.

2.10 Submission of Tender

a) The tender must be placed in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the tender number, title as well as closing date and time and be - placed in the tender box at the Ground Floor in the Investment Centre, 15 Main Road, Vredenburg, 7380 by not later than 12H00 on the specified closing date.

b) Faxed, e-mailed and late tenders will not be accepted. Tenders may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.

2.11 Expenses Incurred in Preparation of Tender

The Municipality shall not be liable for any expenses incurred in the preparation and submission of the tender.

2.12 Contact with Municipality after Tender Closure Date

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a) Bidders shall not contact the Saldanha Bay Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded.

b) If a bidder wishes to bring additional information to the notice of the Saldanha Bay Municipality, it should do so in writing to the Saldanha Bay Municipality.

c) Any effort by the firm to influence the Saldanha Bay Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

2.13 Opening, Recording and Publications of Tenders Received

a) Tenders will be opened on the closing date immediately after the closing time specified in the tender documents. If requested by any bidder present, the names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.

b) Details of tenders received in time will be published on the Municipality's website as well as recorded in a register which is open to public inspection.

2.14 Evaluation of Tenders

The items will be evaluated separately and awarded per item. Accordingly, tenderers may elect on what items to tender. In the event that a tenderer does not price an item in full (meaning all the sub-items are not priced), the tenderer will be found non-responsive for that item.

Tenders will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of tender documents and the 80/20 preference point system will be applied. Council reserves the right to make an award in whole, partly or to make no award.

2.15 Supply Chain Management Policy and Regulations

Bids will be awarded in accordance with the PREFERENTIAL PROCUREMENT POLICY adopted by Council on R8/5-26, of 28 May 2026, as well as the Municipality's Supply Chain Management Policy.

a) B-BBEE

   i) Original or originally certified B-BBEE certificate or Affidavit.

b) Locality

   i) Where the tenderer is the owner of the property:

Initial_____

ii) The municipal account must be registered in the trading name of owner of the property, for example:

- Partnership (Lead company according to agreement).
- Joint Venture (Lead company according to agreements and where daily operations are done).
- Close Corporation (name of the CC).
- Public Company "Limited or Ltd" (name of the company).
- Private company / Proprietary company / (Pty) Ltd (name of the company).
- Non-Profit Company "NPC" (name of the company).
- State Owned Company "SOC" (name of the SOC).
- In the case of a One-person business / sole propriety the account must either be in the trading name or in the owner's name.
- In the case of a Private Company (Pty) Ltd. (small businesses') which trades from the residential address of the Director, the municipal account can be in the name of the Director if he/she is the owner of the residential property. This is applicable in cases where the company has only 1 Director. If more than 1 Director, the other directors must also reside at the same address and such proof must be submitted in the form of an Affidavit.

c) Where the tenderer is not the owner of the property:

i) Sole propriety (residential):

- If the municipal account is not registered in the name of the Sole Propriety, a valid Lease Agreement to be submitted.

  OR

- If no valid Lease Agreement exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
  - That the sole propriety is conducting business from the said address as indicated in the bid documents.

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- What are the conditions/agreement for conducting business from premises.
- For example: Declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; sole propriety not liable for any rent payments, etc.
- The ID numbers of both the owner of property and the sole propriety must be reflected on the affidavit.

NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts".

Note: Affidavits valid for a period of 3 months

- Close Corporation, Public Company, Personal Liability Company, (Pty) Limited, Non-Profit Company, State Owned Companies - A valid Lease Agreement must be submitted:
  - If a valid Lease Agreement does not exist, an affidavit from the owner of the property must be submitted.
  - The owner of the property must confirm the following:
  - That the tenderer / supplier is conducting business from the said address as indicated in the bid documents.
  - What are the conditions/agreement for conducting business from premises.
  - For example: Declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; Sole supplier not liable for any rent payments, etc.
  - The ID numbers of both the owner of property, the Director (Authorised to represent the entity or sign documents on behalf of entity) and/or the supplier company registration number must reflect on the affidavit.
  - If the property is in the name of a Trust, an affidavit must be obtained from the Trustee(s).

NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts".

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d) Sub-Leasing vs Apartments (block of buildings) owned by one (1) person / director which also operates more than 1 business from the same premises:

i) If any Sub Leasing exist, a valid Sub Lease agreement must be submitted.

ii) In instances where a director owns an apartment (block of buildings) and runs more than one business from it, this block is registered in the name of a trust or one (1) of the business's he owns. When a tenderer submits a bid, is not the one (1) owning the business, the same information as per 2.24.2.2 above must be submitted.

Note: The residential or business address of the tenderer or sole propriety is tested, therefore the postal address on the municipal account cannot be used to claim points for locality. Please ensure that the residential address on the municipal account agrees to the address as recorded in the compulsory documents to be completed and / attachments and / CSD / CIPC, if necessary.

A SCORE OF 0 (ZERO) WILL BE ALLOCATED IF COMPULSORY DOCUMENTS ARE NOT DULY COMPLETED AND SIGNED AND / IF INSUFFICIENT PROOF SUBMITTED AT THE CLOSING TIME AND DATE.

2.16 Contract

The successful bidder will be expected to sign the agreement of this bid document within 7 (seven) days of the date of notification by the Saldanha Bay Municipality that his/her bid has been accepted. The signing of the relevant sections of this bid document signifies the conclusion of the contract. The Municipality, at its discretion, may request the signing of an additional Service Level Agreement which, together with the signed tender document, will constitute the full agreement between the Municipality and the successful bidder.

2.17 Language of Contract

The contract documents will be compiled in English and the English versions of all referred documents will be taken as applicable.

2.18 Stamp and Other Duties

The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions.

2.19 Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Municipality may, in addition to any other legal remedy it may have, recover

Initial_____

from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

2.20 Enquiries

Enquiries in connection with this tender, prior to the tender closure date, regarding the Supply Chain Management related aspects, may be addressed to Rosaire Farmer, Tel: 022 701 6945 or email rosaire.farmer@sbm.gov.za . Enquiries regarding the specifications may be addressed to Cassie du Preez, Tel: 022 701 7123 or email at cassie.du preez@sbm.gov.za

2.21 Submission of Invoices:

Invoices are to be either mailed or physically delivered to:

E-mail:	creditors@sbm.gov.za
Physical address:	Creditors Depart - 1st Floor, Beansa Building
	21 Main Road
	Vredenburg
	7380

Where the value of an intended contract will exceed R2 300 000 (R2.3 million) it is the bidder's responsibility to be registered with the South African Revenue Services for VAT purposes in order to be able to issue tax invoices.

The successful bidder(s) to ensure compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991.

In terms of Section 20(4) of the Act, the TAX INVOICE(S) received from registered VAT vendors MUST bear the following information:

- The words "TAX INVOICE" in a prominent place;
- Name, address and VAT registration number of the supplier;
- The name and address: Saldanha Bay Municipality, Private Bag X12, Vredenburg, 7380;
- The Saldanha Bay Municipality VAT registration number: 41001113150;
- Unique VAT invoice number and date of issue;
- Accurate description of goods and/or services;
- Quantity or volume of goods or services supplied; and

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- Price and VAT amount and percentage (%).

Failure to comply with abovementioned will result in payments not been made timeously.

Also take note that Saldanha Bay Municipality will not be liable for any late payments as a result of invalid Tax Invoice submitted by suppliers

I hereby declare compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991 and that I am duly authorised to sign on behalf of the company

_____ _____

PRINT NAME SIGNATURE

_____

DATE

Initial_____

PART B: COMPULSORY RETURNABLE DOCUMENTS (SCM RELATED)

3. MBD 1: INVITATION TO TENDER

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SALDANHA BAY MUNICIPALITY					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS OF BUSINESS					
STREET ADDRESS OF BUSINESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN		**OR**	CSD No	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT [TICK APPLICABLE BOX]	Yes No		CONTRIBUTOR FACTOR (1 – 10)		
DOCUMENTS REQUIRED AS PRESCRIBED TO CLAIM PREFERENCE POINTS. IF DOCUMENTS ARE NOT PROVIDED AS REQUESTED 0 POINTS WILL BE ALLOCATED.					
ORIGINAL OR ORIGINAL CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A SANAS ACCREDITED AGENCYOR EME OR QSE SWORN AFFIDAVIT OR A CERTIFIED COPY THEREOF					
MUNICIPAL ACCOUNT OR LEASE AGREEMENT IN THE NAME OF THE BUSINESS OR AN AFFIDAVIT FROM THE OWNER OF THE PROPERTY WHERE OF BUSINESS					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	YES OR NO (Provide proof)		**ARE YOU A FOREIGN BASED SUPPLIERS** FOR THE GOODS / SERVICES / WORKS OFFERED?		YES OR NO (If yes, answer 3)
CRS no		TOTAL BID PRICE (Brought forward)			**R**
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			**TECHNICAL INFORMATION MAY BE DIRECTED TO:**		
DEPARTMENT	Supply Chain Management		DEPARTMENTEETS		
CONTACT PERSON	Rosaire Farmer		CONTACT PERSON	Cassie du Preez	

Initial_____

TELEPHONE NUMBER	022 701 6945	TELEPHONE NUMBER	022 701 7123
E-MAIL ADDRESS	rosaire.farmer@sbm.gov.za	E-MAIL ADDRESS	cassie.dupreez@sbm.gov.za

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE

1.3. THIS BID IS SUBJECT TO THE 80/20 PREFERENCE POINT SYSTEM AS CONTAINED IN THE PREFERENTIAL PROCUREMENT POLICY, R8/5-26, OF 28 MAY 2026, WILL BE USED IN THE ADJUDICATION OF THIS TENDER.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 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.

2.3 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.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 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

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES/NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES/NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES/NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES/NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES/NO

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

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

THE MUNICIPALITY RESERVES THE RIGHT TO ACCEPT ALL, SOME, OR NONE OF THE BIDS SUBMITTEDEITHER WHOLLY OR IN PART — AND IT IS NOT OBLIGATED TO ACCEPT THE LOWEST BID.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

Initial_____

4. MBD 4: DECLARATION OF INTEREST

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

Initial_____

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

COMPLETION OF THE FOLLOWING INFORMATION IS <u>COMPULSORY</u>:

Full Name	**Identity Number**	**Individual Tax Number for each Director**	**State Employee Number**

Initial_____

CERTIFICATION			
I CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.			
NAME OF ENTERPRISE			
CAPACITY		**DATE**	
NAME (PRINT)		**SIGNATURE**	

[1]MSCM Regulations: "in the service of the state" means to be -

a)	a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the National Assembly or the National Council of Provinces;
b)	a member of the board of directors of any municipal entity;
c)	an official or any Municipality or municipal entity;
d)	an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
e)	a member of the accounting authority of any national or provincial entity; or
f)	an employee of Parliament or a provincial legislature.

[2]"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company.

Initial_____

5. MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION

For all procurement expected to exceed R10 million (VAT included), bidders must complete the following questionnaire:		
1.	Are you by law required to prepare annual financial statements for auditing?	YES / NO
1.1	If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.	
1.2	If no, submit management accounts for the business.	
2.	Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?	YES / NO
2.1	If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.	
2.2	If yes, provide particulars.	
3.	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES / NO
3.1	If yes, furnish particulars	
4.	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	YES / NO
4.1	If yes, furnish particulars	

Initial_____

CERTIFICATION			
I, THE UNDERSIGNED (NAME) _____ **CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.** **I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**			
SIGNATURE		**DATE**	
POSITION		**NAME OF BIDDER**	

Initial_____

6. MBD 6.1: PREFERENCE POINTS CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL: 80/20 PREFERENCE POINT SYSTEM

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

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

1. GENERAL CONDITIONS

2.

2.1 The following preference point system is applicable to invitations to bid:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included.

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

a) Price; and
b) Specific Goals (B-BBEE status level contribution and Locality).

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

	POINTS
PRICE	80
SPECIFIC GOALS	20 (10 B-BBEE and 10 Locality)
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	**100**

2.4 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed.

1.4.1 **B-BBEE**

Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.4.2 **Locality**

1.4.2.1. Where the tenderer is the owner of the property

The municipal account must be registered in the trading name of owner of the property, for example:

Initial_____

- Partnership (Lead company according to agreement).
- Joint Venture (Lead company according to agreements and where daily operations are done).
- Close Corporation (name of the CC).
- Public Company "Limited or Ltd" (name of the company).
- Private company / Proprietary company / (Pty) Ltd (name of the company).
- Non-Profit Company "NPC" (name of the company).
- State Owned Company "SOC" (name of the SOC).
- In the case of a One-person business / sole proprietor the account must either be in the trading name or in the owner's name.
- In the case of a Private Company (Pty) Ltd. (small businesses') which trades from the residential address of the Director, the municipal account can be in the name of the Director if he/she is the owner of the residential property. This is applicable in cases where the company has only 1 Director. If more than 1 Director, the other directors must also reside at the same address and such proof must be submitted in the form of an Affidavit.

1.4.2.2. Where the tenderer is not the owner of the property

Sole propriety (residential):

- If the municipal account is not registered in the name of the Sole Propriety, a valid Lease Agreement to be submitted.

OR

- If no valid Lease Agreement exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
  - That the sole propriety is conducting business from the said address as indicated in the bid documents.
  - What are the conditions/agreement for conducting business from premises.
  - For example: declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; sole propriety not liable for any rent payments, etc.
  - The ID numbers of both the owner of property and the sole propriety must reflect on the affidavit.
  - NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts"

Note: Affidavits valid for a period of 3 months

Close Corporation, Public Company, Personal Liability Company, (Pty) Limited, Non-Profit Company, State Owned Companies - A valid Lease Agreement must be submitted:

- If a valid Lease Agreement does not exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
  - That the tenderer/supplier is conducting business from the said address as indicated in the bid documents.

Initial_____

- What are the conditions/agreement for conducting business from premises.
- For example: declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; Sole supplier not liable for any rent payments, etc.
- The ID numbers of both the owner of property, the Director (Authorised to represent the entity or sign documents on behalf of entity) and/or the supplier company registration number must reflect on the affidavit.
- If the property is in the name of a Trust, an affidavit must be obtained from the Trustee(s).
- NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts"

1.4.2.3. Sub-Leasing vs Apartments (block of buildings) owned by one (1) person / director which also operates more than 1 business from the same premises

- If any Sub Leasing exist, a valid Sub Lease agreement must be submitted.
- In instances where a director owns an apartment (block of buildings) and runs more than one business from it, this block is registered in the name of a trust or one (1) of the business's he owns. When a tenderer submits a bid, is not the one (1) owning the business, the same information as per 1.4.2.2 above must be submitted.

Note: The residential or business address of the tenderer or sole propriety is tested, therefore the postal address on the municipal account cannot be used to claim points for locality. Please ensure that the residential address on the municipal account agrees to the address as recorded in the compulsory documents to be completed and / attachments and / CSD, CIPC, if necessary.

A SCORE OF 0 (ZERO) WILL BE ALLOCATED IF COMPULSORY DOCUMENTS NOT DULY COMPLETED AND SIGNED AND / IF INSUFFICIENT PROOF SUBMITTED AT THE CLOSING TIME AND DATE.

2.5 The municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the municipality.

3. DEFINITIONS

(a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

(b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(c) "**B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(d) **"bid"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation;

(e) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(f) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(g) **"bid for income-generating contracts"** means a written offer in the form determined by an organ of state

Initial_____

in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(h) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20 $Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

4.1 POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20 $Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

6. POINTS AWARDED FOR SPECIFIC GOALS

In terms of the Preferential Procurement policy of Council section 6(2) and 8(2), preference points must be awarded for specific goals stated in the bid. For the purposes of this bid the bidder will be allocated points based on the goals stated in table 1 and 2 below as may be supported by proof/ documentation stated in the conditions of this bid:

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6.1 B-BBEE

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non-compliant contributor	0

6.2 LOCALITY

Locality of supplier	Number of Points for Preference (80/20)
Within the boundaries of Saldanha Bay Municipality	10
Within the boundaries of the West Coast District	5
Within the boundaries of the Western Cape	2
Outside the boundaries of the Western Cape or failure to provide proof	0

7. DECLARATION

Bidders who claim points in respect of B-BBEE and Locality must complete the following:

7.1 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

B-BBEE Status Level of Contribution: _____ (maximum of 10 points)

6.2 **LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4 AND 5.2**

LOCALITY: _____ (maximum of 10 points)

8. DECLARATION WITH REGARD TO COMPANY / FIRM

8.1 Name of company / firm:_____

8.2 Company registration number:_____

8.3 VAT registration number:_____

8.4 Type of company / firm:

Initial_____

□ 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]

8.5 MUNICIPAL INFORMATION

Municipality where business is situated: _____

Street address of business:

_____

_____

_____

Registered municipal account number: _____

NOTE: MUNICIPAL INFORMATION PROVIDED MUST BE ALIGNED TO PARAGRAPH 1.4 AND 5.2

8.6 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 bid, 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 5, 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 bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the bidder or contractor, its shareholders and directors, or only the

Initial_____

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)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

Initial_____

7. MBD 8: BIDDER'S PAST PRACTICES

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;

b) been convicted for fraud or corruption during the past five years;

c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	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? **(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).**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **(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).**	Yes ☐	No ☐

Initial_____

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:		

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 Date

_____ _____

Position Name of Tenderer

Initial_____

DECLARATION OF MUNICIPAL ACCOUNTS OF COMPANY AND DIRECTORS

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 ☐

The Tenderer must affix proof of Municipal Accounts or valid lease agreements of the company as well as Directors and also complete the addresses of Directors below. If the Bidder has more than 11 Directors, a schedule with addresses must also be attached to the tender document.

Company Address:

_____

_____

_____

_____

Director 1 Address:

Mr. / Mrs_____

_____

_____

_____

Director 2 Address:

Mr. / Mrs_____

_____

_____

_____

Director 3 Address:

Mr. / Mrs_____

_____

_____

_____

Director 4 Address:

Mr. / Mrs _____

_____

_____

_____

Director 5 Address:

Mr. / Mrs_____

_____

_____

_____

Director 6 Address:

Mr. / Mrs_____

_____

_____

_____

Director 7 Address:

Mr. / Mrs _____

_____

_____

_____

Director 8 Address:

Mr. / Mrs_____

_____

_____

_____

Director 9 Address:

Mr. / Mrs_____

_____

_____

Director 10 Address:

Mr. / Mrs _____

_____

_____

Director 11 Address:

Mr. / Mrs_____

_____

_____

Attach page if space insufficient.

Initial_____

8. MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids[1] 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 *pe se* prohibition meaning that it cannot be justified under any grounds.

3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

   a) take all reasonable steps to prevent such abuse;

   b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

   c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

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

I certify, on behalf

of:_____that:

(Name of Bidder)

Initial_____

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
   a) has been requested to submit a bid in response to this bid invitation;
   b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   a) prices;
   b) geographical area where product or service will be rendered (market allocation)
   c) methods, factors or formulas used to calculate prices;
   d) the intention or decision to submit or not to submit, a bid;
   e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

Initial_____

10. 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.

11. 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.

12. 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.

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

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of Bidder

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9. CENTRAL SUPPLIER DATABASE (CSD)

Paragraph 14(1)(a) of the Municipal Supply Chain Management Policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements. Saldanha Bay Municipality has decided to accept an invitation from Provincial Treasury to join the Western Cape Supplier Database (WCSD) with the view of using one centralized database. However, on 01 July the Municipality will make use of the Centralised Supplier Database. This decision was taken based on the advantages it holds for our suppliers as well as our organization's procurement processes. All prospective providers of municipal goods and/or services are hereby requested to register their business with the CSD.

The usage of the Centralised Supplier Database came into effect on 01 July 2016. REGISTRATION WILL BE COMPULSORY IN ORDER TO CONDUCT BUSINESS WITH SALDANHA BAY MUNICIPALITY. The database will be used to verify the accreditation of a supplier before an award can be made.

All prospective suppliers should be aware of the amended codes of good practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act as issued by the Minister of Trade and Industry (Gazette No.36928) on 11 October 2013.

Enquiries can be made to Mr H. Siecker at 022 – 701 7070 (hein.siecker@sbm.gov.za).

CSD registration number (if registered): .....

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10. EXPERIENCE OF THE BIDDER

The submission of references is a critical part of the tender process to demonstrate the bidder's experience, reliability, and ability to meet the requirements of the project. **PREVIOUS EXPERIENCE AUDITS IN TERMS OF VALUE AND DURATION**

Indication of Competence / Ability to Perform Successfully

List of recent previous work of a similar nature undertaken by the firm

Description of Project	Client contact details			Value of Contract (Excl. VAT)	Duration (Months)	Month / Year Completed	Scope of Work Categories – Mark each project with an "X" in the applicable category/categories. A project may qualify under one or more categories. The combined project references submitted must demonstrate experience across all three categories, with at least one qualifying project reference provided for each category.		
	Name of Client	Name of Responsible Official	Contact Details				Supply of Hosted / On-Premises Vending System and the provision of 3rd Party Vending Services	Revenue Protection: field audits / Removal Illegal Connections / Installation of Service Connections	Provision of AMR services and Smart Metering Support

* Projects that have been **on-going or are completed** will be used for evaluation purposes.

The municipality **MAY** verify all information submitted in terms of this bid and any information that is incorrect or false will result in that bid being automatically disqualified and not considered further. It is therefore emphasised that the references provided by the bidder will be contacted to confirm the information in writing on the request by the Municipality. An additional table can be added if the space is not adequate.

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PART C: CONDITIONS OF CONTRACT

11. GENERAL CONDITIONS OF CONTRACT (GCC OF 2010)

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 ” Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening,

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security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "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 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

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.

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Disclosure to any such employed person shall be made in confidence and shall extend only so 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.

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:

(a) A 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

(b) 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

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the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

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 inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

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 supplies 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 supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies 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 supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies 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 supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk.

Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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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 23 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, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

10.2 Documents to be submitted by the supplier are specified in SCC.

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 in the SCC.

12. Transportation

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

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

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(a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) 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

(e) 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 in SCC, 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:

(a) 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

(b) In the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

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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 in SCC, 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 in SCC.

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 promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

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16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

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 in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

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 these contracts 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 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

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21.4 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.

21.5 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 21.2 without the application of penalties.

21.6 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:

(a) 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;

(b) If the Supplier fails to perform any other obligation(s) under the contract; or

(c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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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 intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, 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 Accounting Officer / Authority 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:

(i) The name and address of the supplier and / or person restricted by the purchaser;

(ii) The date of commencement of the restriction;

(iii) The period of restriction; and

(iv) 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,

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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.

23.7 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 anti- dumping 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.

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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 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein;

(a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) The purchaser shall pay the supplier any monies due the supplier.

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;

(a) 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

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(b) 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 in SCC.

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 the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

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34 Prohibition of Restrictive practices

34.1 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 (or bid rigging).

34.2 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 the Competition Act No. 89 of 1998.

34.3 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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12. SPECIAL CONDITIONS OF CONTRACT

1. The following clauses from the General Conditions of Contract (GCC) of National Treasury, 2010, are to be amended / removed:

Clause as per GCC	Clause as per SCC
1.5; 1.6; 1.9; 1.10; 1.11; 1.16; 1.17; 1.18; 4; 6; 7; 8; 9; 11; 12; 13.1 (a – e); 14; 15; 24; 33	Remove.
Clause 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.	Replace clause 1.24: "Services" means the services required for the provision of Vending Services as per specifications for Saldanha Bay Municipality as described in this tender document.
Clause 16 (Payment)	Rewrite clause as follows 16.2 The supplier shall furnish the purchaser with an invoice as per pricing schedule rates for the different pricing items. The invoice needs to be accomplice with documents to verify the amounts that is invoiced for monthly Pre-paid Vending system. 16.3 Invoices must be provided to Saldanha Bay Municipality not later than two weeks after month end. 16.4 No advance payments will be made for any reason whatsoever. Invoices will be paid within thirty (30) days. 16.5 Payment will be made in Rand unless otherwise stipulated in SCC.

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Clause 17 (Prices) Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.	Replace clause 17 as follow: 17.1. As the tender will be appointed on fixed rates it is important that Tenderer note that invoice amounts will be calculated on the base of the fixed rate that will be multiply with the actual monthly Pre-paid Vending values as per service quoted on. Monthly invoice price can vary due to Operational Cost, Transaction Fees, Banking Cost, Data Management and Revenue protection. 17.2. The rates shall be fixed as per pricing schedule for Tear 1, Year 2, Year 3, Year 4 and Year 5.

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13. AUTHORITY TO SIGN BID

TYPE OF ENTERPRISE (Please indicate with an "X" and complete the indicated section below)

Company (Pty) Ltd. & Ltd.	Please complete **section 1** below	
Close Corporation (CC)	Please complete **section 2** below	
Sole Proprietor	Please complete **section 3** below	
Partnership	Please complete **section 4** below	
Consortium, Club, Trust, etc.	Please complete **section 5** below	
Joint Venture	Please complete **section 6** below	

1. COMPANIES - (PTY) LTD. & LTD.

1.1. If a bidder is a **COMPANY ((Pty) Ltd. OR Ltd.)**, 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.

1.2. A valid resolution must be signed by:
- 1.2.1. Majority directors; or
- 1.2.2. Chairman of the Board; or
- 1.2.3. Company Secretary

PARTICULARS OF RESOLUTION BY THE BOARD OF DIRECTORS OF THE COMPANY	
Date resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated authorised signatory	
Capacity	
Specimen signature	
Full name and surname of ALL director(s)	

Initial_____

Is a copy of the resolution attached?	**YES**		**NO**	

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

Initial_____

2. CLOSE CORPORATION (CC)

2.1. 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.

2.2. A valid resolution must be signed by:

2.2.1. Majority members; or

2.2.2. Member with majority shareholding but only if such shareholding is more than 50%; or

2.2.3. Company Secretary.

PARTICULARS OF RESOLUTION BY THE MEMBERS OF THE CLOSE CORPORATION					
Date resolution was taken					
Resolution signed by (name and surname)					
Capacity					
Name and surname of delegated authorised signatory					
Capacity					
Specimen signature					
Full name and surname of ALL director(s) / member (s)					
Is a copy of the resolution attached?		**YES**		**NO**	
SIGNED ON BEHALF OF COMPANY / CC:		DATE:			
PRINT NAME:					
WITNESS 1:		WITNESS 2:			

Initial_____

3. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) & NATURAL PERSON

I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

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

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

Initial_____

4. PARTNERSHIP

We, the undersigned partners in the business trading as

_____

hereby authorize Mr / Ms _____

to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:			
Full name of partner			**Signature**
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

Initial_____

5. CONSORTIUM / CLUB / TRUST / ETC.

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 bid and any other documents and correspondence in connection with this bid and / or contract for and on behalf of the consortium.

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

Initial_____

6. JOINT VENTURE

We, the undersigned, are submitting this bid 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 bid offer and any contract resulting from it on our behalf.

1. LEAD PARTNER (Whom the municipality shall hold liable for the purpose of the tender)			
Name of firm			
Address			
		Tel. No.	
Signature		Designation	
2. 2nd PARTNER			
Name of firm			
Address			
		Tel. No.	
Signature		Designation	
3. 3rd PARTNER			
Name of firm			
Address:			
		Tel. No.	
Signature		Designation	
4. 4th PARTNER			
Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

Initial_____

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid. A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.

Initial_____

14. CONTRACT FORM: PURCHASE OF GOODS/WORKS/SERVICES (MBD7)

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS. NOTE: THIS FORM WILL ONLY BE SIGNED BY THE PURCHASER AFTER AWARD AND APPEAL/S HAVE BEEN DEALT WITH.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works or to render services described in the attached bidding documents to (name of institution)…….. in accordance with the requirements and specifications stipulated in bid number **SBM 12/26/27** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
   (i) Bidding documents, *viz*
   - Invitation to bid
   - Tax clearance certificate
   - Pricing schedule(s)
   - Technical Specification(s)
   - Preference claims in terms of the Preferential Procurement Policy adopted by Council, R8/5-25 of 29 May 2025;
   - Declaration of interest
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and
   (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) ……

CAPACITY ……

SIGNATURE ……

NAME OF FIRM ……

DATE ……

WITNESSES

1 ……

2. ……

DATE: ……

Initial_____

PURCHASE OF GOODS/WORKS/SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I …….. in my capacity as ……..

   accept your bid under reference number **SBM 12/26/27** dated……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 (goods or works) or after receipt of an invoice (services).

TO BE COMPLETED: GOODS / WORKS

ITEM NO.	**PRICE (VAT INCL)**	**BRAND**	**DELIVERY PERIOD**	**POINTS CLAIMED FOR HDI'S (B-BBEE)**	**POINTS CLAIMED FOR RDP GOALS (Locality)**

OR

TO BE COMPLETED: SERVICES

DESCRIPTION OF SERVICE	**PRICE (VAT INCL)**	**COMPLETION DATE**	**POINTS CLAIMED FOR HDI'S (B-BBEE)**	**POINTS CLAIMED FOR RDP GOALS (Locality)**

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

SIGNED AT ……ON……

NAME (PRINT) ……

SIGNATURE ……

WITNESSES

1. ……

2. ……

DATE ……..……

Initial_____

PART D: SPECIFICATIONS

15. SPECIFICATIONS

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION AND MANAGEMENT OF A STS COMPLIANT PREPAYMENT ELECTRICITY VENDING, DATA MANAGEMENT, REVENUE PROTECTION and AUTOMATIC METER READING(AMR) FOR THE PERIOD 01 JULY 2027 TO 30 JUNE 2032.

PRE-QUALIFICATION CRITERIA & FUNCTIONAL EVALUATION

1. PRE-QUALIFICATION CRITERIA

The tender will first be subject to Pre-Qualification Criteria. Bids failing to achieve the 100% qualifying score for the pre-qualification, as listed below, will be disqualified from further evaluation on the functionality criteria.

Proof of relevant accreditations must be submitted for each criterion requested, if such proof is not submitted, the tender will not be further evaluated. **Thirty-One** points are available as indicated below. The bidder must score 31 out of 31 points (100%) for pre-qualification criteria in order for the tender to be evaluated further.

Where applicable and stipulated in bold for each of the criterion below:

- It must be proven with valid supporting documents / certificates.
- It must be successfully demonstrated during a practical evaluation session if required.

The point allocation will be based on the following description:
1 (one) point is awarded for a "Yes" tick and a 0 (zero) point is awarded for a "No" tick

Initial_____

VENDING SYSTEM						Evidence Reference
1.	Offered solution provides for a fully functional vending system for the entire vending domain of the municipal area **(Full system functionality must be included and must be demonstrated if requested to do so).**	**YES**		**NO**		
2.	A full system description and technical details of the solution offered must be included **(Full system functionality and implementation plan must be included).**	**YES**		**NO**		
3.	The vending system shall accommodate 13-digit meter serial numbers **(Full system functionality must be included and must be demonstrated if requested to do so).**	**YES**		**NO**		
4.	The functionality of the security module offered must be in accordance with a **certified STS600 STS Edition: 2 Vending System,** **IEC 62055-41 Edition 3 (Certification proof needs to be provided).**	**YES**		**NO**		
5.	The solution offered must be 100% compliant with the tender specification **(detailed compliance schedule must be included).**	**YES**		**NO**		
6.	The successful Bidder will be required to have, or establish, a regional office within the boundaries of the Western Cape Province, with adequately qualified personnel located at this office to provide the services required as per tender specification. The successful bidder is further required to submit the following documents by not later than Tender Closing:	**YES**		**NO**		

Initial_____

	i) proof of lease agreement or municipal account of regional / established office in western Cape Province; ii) company organogram (which includes Western Cape Office); and iii) organogram for established / regional office in Western Cape.					
7.	The Bidder must have a valid **ISO 9001 certificate in Quality Management Systems**, in respect of the provision of **Revenue Collection, Tamper Management and Vendor Support Services in the Energy Sector**. The bidder must include a valid ISO 9001 Certificate as specified and a letter of recommendation on a public sector entity letterhead confirming that the bidder has successfully provided the following: 1. Deployed, managed and utilised the ISO 9001 services as per the ISO specifications: Revenue Collection, Tamper Management and Vendor Support Services. 2. Provided these services for more than 5 years. The letter must include the following information: *Details of the Public Sector Entity: *Description of work *Contact person *Contact number **(documentary proof needs to be provided).**	**YES**		**NO**		
8.	The Bidder must provide proof from Munsoft and one other reputable service provider that confirms that the Bidder's vending system has integrated with	**YES**		**NO**		

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	Municipal Billing Systems (financial system), in line with mSCOA.					
9.	The Vending System must include a Saldanha Bay Municipality white-labeled consumer portal that will enable end consumers. The use cases must include the following: 1. View the sales history of prepaid tokens purchased. 2. Pay for and receive tokens dispensed by the vending system through a Payment Gateway. 3. View smart meter usage profiles (Smart Electricity meters) 4. View smart meter readings (where applicable) 5. Display alerts from Smart Metering 6. Provide the end consumer with the ability to log faults (where applicable) 7. Configure alert thresholds for Smart Metering 8. Statement overview: Detailed statements with breakdowns of usage and costs for smart meters supported. 9. Provide SSEG monitoring views for participating customers. 10. Alerts for customer login: Get an email every time you log in 11. Multi-property dashboard: Ability to add and manage multiple properties from a single account **Bidders must include a portfolio of evidence, including screen grabs of the existing application, which aligns with a confirmation declaration letter**	**YES**		**NO**		
10.	The bidder (or a company within the bidders' related group companies) needs to be the developer and owner of the vending system software **(documentary proof must be provided).**	**YES**		**NO**		
11.	Major Retail and Banking Integration Vending Services **(At least one (1)**	**YES**		**NO**		

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	confirmation letter from major retailers and four (4) Major Banks that the Bidding company within the Group of its holding has successfully integrated with the retailer to vend prepaid electricity tokens)					
12.	Vending system support to be provided on a 24x7x365 and Vending system must be Operational on a 24x7x365 basis (**Bidders must provide a System Uptime letter for various hosted municipal vending sites, confirming the average uptime percentage of 99.95%. A minimum of 10 Vending sites must be included. Additionally, the letter must confirm an average uptime percentage of 99.95% for the head end systems (HES) on the SaaS platform).**	**YES**		**NO**		
13.	The Vending System must have the capability to **integrate and display meter detail on a GIS platform.** The solution should be able to display and integrate existing electrical networks and connections (system implementation plan must be included and must be demonstrated during practical evaluation)	**YES**		**NO**		
14.	The system shall support the latest version of the NRS009-6-10 XMLVend specification (**documentary proof must be provided and** must be demonstrated during the practical evaluation).	**YES**		**NO**		
15.	A valid ISO 27001 Certificate for an international standard for managing information security in the name of the Bidding company (or a company within the bidders' related group companies) **(documentary proof must be provided)**	**YES**		**NO**		
16.	The bidders shall make use of a high-speed STS6-compliant security module. The STS6-compliant security modules must be able to store tokens generated on the	**YES**		**NO**		

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	security module device directly, separate from the vending database. Bidders must provide the following: 1) A letter of proof from the security module supplier/manufacturer confirming that the security module complies with the requirements of this specification, that the proposed vending system is currently utilising this security module, and a technical brochure must be provided/attached to the bidder's tender submission. 2) A letter of recommendation from a public sector entity confirming support services for a High-Speed Security Module. Both items above must be in the name of Bidding company, a company within the Group of its holding company. **(documentary proof must be provided)**					

VENDOR MANAGEMENT						**Evidence Reference**
17.	Payment of collected revenue into Saldanha Bay Municipality bank account must be completed **within 72 hours (3 working days**) of transaction date **(system implementation plan must be included).**	**YES**		**NO**		
18.	The tenderer must have insurance against revenue loss **(documentary proof must be provided of R20 Million Public Liability Insurance).**	**YES**		**NO**		
19.	Payment of revenue received (prepaid & auxiliary debt separately) directly into the municipalities account together with a reconciliation of said revenue **(system implementation plan must be included, and documentary proof must be provided by means of a Debt**	**YES**		**NO**		

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	Collection Letter from a Public Utility).					
20.	The majority of vendors need to be directly managed by the bidder and not supplied via 3rd parties. At least one (1) confirmation letters from major retailers and four (4) Major Banks that the Bidding company, a company within the Group of its holding has successfully integrated with the retailer/bank to vend prepaid electricity tokens. **(documentary proof must be provided)**	**YES**		**NO**		
21.	Only a limited number of aggregation vending points will be allowed and only upon approval of the **municipality (system implementation plan must be included).**	**YES**		**NO**		
22.	The bidder shall not allow any vending outlet to charge any additional cost on top of the approved municipal tariffs **(system documentation must be included).**	**YES**		**NO**		
23.	The bidder must be registered in terms of the National Payment System Act, 1998, as a Third-Party Payments Provider sponsored by a major bank in South Africa. A PASA Certificate in the name of the Bidding company, a company within the Group of its holding company. **(documentary proof must be provided)**	**YES**		**NO**		

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	DATA MANAGEMENT AND REVENUE PROTECTION					Evidence Reference
24.	The tenderer must have a proven experience of at least 10-year track record for data management and revenue protection services in a municipal - or similar environment, and may be required to demonstrate their solution and provide physical proof of the in-field tools used for these services **(documentary proof must be included and must be demonstrated during the practical evaluation)**.	**YES**		**NO**		
25.	The tenderer shall include the details (identity documents and electrical trade certificates*) of the two qualified electricians **(documentary proof must be included) Electrical Contractor at the Department of Labour as per SANS 10142 Wiring Regulations (1/3 phase wireman's licenses)**	**YES**		**NO**		
26.	Tenderer to provide evidence of having a 24/7 Call Centre and having the ability to provide on-site support within 4-hours from the municipality logging a support call.	**YES**		**NO**		
27.	A satellite office must be stationed within 180 km radius of the Saldanha Bay Municipality Office. Office to be established within 2 months after contract signing. **(system implementation plan must be included)**	**YES**		**NO**		
28.	The Bidder must have a Professional Engineer registered with Engineering Council of South Africa employed by the bidder. **(Provide CV, certified qualification and complete company organogram)**	**YES**		**NO**		
29.	Maintenance of continuous quality and accuracy updates to existing system data, including GPS coordinates of meters audited will be available. **Bidders must include a portfolio of evidence, including screen grabs of the existing application, which**	**YES**		**NO**		

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	aligns with a confirmation declaration letter					
30.	Capture of operational field data on handheld devices. The municipality must have access to an online portal to access operational information captured through the field operations. **Bidders must include a portfolio of evidence, including screen grabs of the existing application, which aligns with a confirmation declaration letter**	**YES**		**NO**		
31.	The bidder must provide valid proof of Accreditation as a Skills Development Provider, issued by EWSETA (Energy Sector Education Training Authority). The Accreditation must include the Registration Number, Accreditation Number and Accreditation End Date on an EWSETA letterhead in the name of the Bidding company. **(documentary proof must be included)**	**YES**		**NO**		

FUNCTIONALITY CRITERIA

The following are part of the evaluation criteria for functional responsiveness. Bidders must complete the table below for this purpose.

Functionality Criteria:

- **Name, Surname and highest tertiary qualifications must be submitted for all positions listed in the criterion below. Certified proof of relevant qualifications and a one (1) page CV must be submitted.**
- **The dedicated individuals as listed in the criterion below, shall not be permitted to perform in more than one position (each criterion must only have one dedicated individual that is not listed in any other criterion as listed below – no multi-tasking will be allowed).**

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Proof of relevant documentation must be submitted for each criterion as requested in the functionality table below.

A maximum of one hundred (100) points is available as indicated in the table below. The bidder must score at least 80 out of 100 points on the functionality criteria for the tender to be evaluated further.

The following are evaluation criteria for functional responsiveness. Bidders must complete the document for the Functionality Criteria for this purpose.

	Criteria	**Maximum points attainable**	**Points claimed by the tenderer**	**Points attained according to evaluators.**
1.	**Similar experience in prepayment vending systems in years**			
1.1	Experience with similar vending systems (5 and less years = 1 point, 6 to 10 years = 2 points; Above 10 to 15 years = 3 points; Above 15 to 20 years = 4 points; 20 and more years = 5 points)	5		
2.	**Similar vending projects successfully completed**			
2.1	Two (2) points for every project successfully completed	20		
3.	**Relevant local municipal market presence**			
3.1	Six (6) or more existing (current) Municipal customers for whom a fully functional vending system for prepaid vending is provided = 25 points. Between Five (5) and Three (3) =10 points Less than Three(3) = 5 points	25		

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	Criterion	**Name**	**Surname**	
4.	**Relevant Tertiary Qualification of Nominated Senior Vending Operational Support**			
4.1	Qualifications NQF7 or higher (relevant Electrical / Electronic or ICT or Business qualification and Revenue Protection Training) = 10, If a National Diploma or similar qualification (NQF6) (relevant Electrical / Electronic or ICT or Business qualification and Revenue Protection Training) = 5 Qualifications lower than NQF 6 (relevant Electrical / Electronic or ICT or Business qualification) = 0	10		
	Criterion	**Name**	**Surname**	
5.	**Relevant Tertiary Qualification of Nominated Senior Manager Field Operational Support**			
	Qualification Level	**Maximum points attainable**	**Points claimed by the tenderer**	**Points attained according to evaluators.**
5.1	Qualifications NQF7 or higher (relevant Electrical / Electronic or	10		

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	ICT or Business qualification and Revenue Protection Training) = 10 At least a National Diploma or similar qualification (NQF6) (relevant Electrical / Electronic or ICT or Business qualification and Revenue Protection Training) = 5 Qualifications lower than NQF 6 (relevant Electrical / Electronic or ICT or Business qualification) = 0			
	Criterion	**Name**	**Surname**	
6.	**Relevant Tertiary Qualification of Nominated Technology and ICT Specialist**			
	Qualification Level	**Maximum points attainable**	**Points claimed by the tenderer**	**Points attained** **according to evaluators.**
6.1	Qualifications NQF7 or higher (relevant Electrical / Electronic or ICT qualification and Revenue Protection Training) = 10 At least a National Diploma or similar qualification (NQF6) (relevant Electrical / Electronic or ICT qualification and Revenue Protection Training) = 5 Qualifications lower than NQF 6 (relevant Electrical / Electronic or ICT qualification) = 0	10		
	Criterion	**Name**	**Surname**	
7.	**Relevant Tertiary Qualification of Nominated Regional Support Staff**			

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	Qualification Level	Maximum points attainable	Points claimed by the tenderer	Points attained according to evaluators.
7.1	Qualifications NQF7 or higher (relevant Electrical / Electronic or ICT or Business qualification and Revenue Protection Training) = 10 At least a National Diploma or similar qualification (NQF6) (relevant Electrical / Electronic or ICT or Business qualification and Revenue Protection Training) = 5 Qualifications lower than NQF 6 (relevant Electrical / Electronic or ICT or Business qualification) = 0	10		
	Criterion	**Name**	**Surname**	
8.	**Relevant Tertiary Qualification of Nominated Project Manager**			
	Qualification Level	**Maximum points attainable**	**Points claimed by the tenderer**	**Points attained according to evaluators.**
8.1	Qualifications NQF7 or higher (relevant qualification and Revenue Protection Training) = 10 At least a National Diploma or similar qualification (NQF6) (relevant qualification and Revenue Protection Training) = 5 Qualifications lower than NQF 6 (relevant Electrical / Electronic or ICT qualification) = 0	10		

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Total score points Tenderer will automatically be disqualified if the evaluation score points attained are less than 80 points		

On-Site Live Demonstration – Functional Evaluation Table

Evaluation Rule

The Bidder shall demonstrate the proposed solution in a live operational environment.

PowerPoint presentations, videos, screenshots, mock-ups, future development roadmaps, statements of intent and planned functionality shall not constitute proof of functionality and shall score zero.

The Bidder shall achieve a minimum score of **77 points out of 85** to be considered functionally responsive.

1. System Administration and Configuration (5 Points)

1.1 Customer, Property and Account Administration (3 Points)

Customer Record Management (1 Point)

The Bidder shall demonstrate:

- Creation of a customer record.
- Modification of customer information.
- Display of customer status and customer information.
- Association of the customer to a municipal account.

Property and Account Management (1 Point)

The Bidder shall demonstrate:

- Creation of a property record.
- Modification of a property record.
- Association of a property to a municipal account.
- Display of linked property and account information.

Meter Association and Linkages (1 Point)

The Bidder shall demonstrate:

- Linking of a meter to a customer and/or account.
- Meter status management.
- Display of complete customer contract with includes customer, account, property and meter relationships.
- Show history of customer, property and meter changes.

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1.2 User Security and Access Control (2 Points)

User Administration (1 Point)

The Bidder shall demonstrate:

- Creation of a user.
- Assignment of roles and permissions.
- Activation and deactivation of a user.

Access Control (1 Point)

The Bidder shall demonstrate:

- Role-based access control.
- Restriction of functionality based on permissions.
- Logging of user activities.

2. Prepaid Vending and Revenue Management (15 Points)

2.1 Standard Vending Transactions (4 Points)

Electricity Vending (2 Points)

The Bidder shall demonstrate:

- Processing of a prepaid electricity purchase.
- Generation of a valid STS token.
- Display of purchase details and receipt information.

Transaction Visibility (2 Points)

The Bidder shall demonstrate:

- Viewing of transaction history.
- Retrieval of previous transactions.

2.2 Free Basic Electricity (FBE) Allocation (3 Points)

FBE Processing (3 Points)

The Bidder shall demonstrate:

- Configuration of a qualifying customer.
- Processing of a transaction including the FBE allocation.

2.3 Arrears and Debt Recovery (4 Points)

Debt Recovery During Vending (2 Points)

The Bidder shall demonstrate:

- Display of outstanding debt.
- Recovery of debt during a vending transaction.
- Allocation of funds between debt recovery and electricity purchase.

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Debt Management Visibility (2 Points)
The Bidder shall demonstrate:
- Updated customer balances after recovery.
- Remaining debt balances.
- Visibility of recovered amounts.

2.4 Tariff and Customer Category Management (4 Points)
Tariff Administration (2 Points)
The Bidder shall demonstrate:
- Creation or amendment of tariffs.
- Activation of tariff changes.
- Visibility of tariff values and effective dates.

Tariff Administration based on Customer Category (2 Points)
The Bidder shall demonstrate:
- Ability of the system to manage different tariff structures.
- Application of the correct tariff during vending.

3. Consumer Portal and Mobile Services (20 Points)
3.1 Consumer Registration and Access (4 Points)
Consumer Registration (2 Points)
The Bidder shall demonstrate:
- Consumer self-registration.
- Consumer authentication and login.
- Creation of an active consumer profile.
- Consumer registration request approvals

Consumer Profile Management (2 Points)
The Bidder shall demonstrate:
- Viewing and updating of profile information.
- Visibility of linked properties and meters.

3.2 Consumer Dashboard and Account Services (6 Points)
Consumer Dashboard (3 Points)
The Bidder shall demonstrate:
- Visibility of account balances.
- Visibility of recent transactions.
- Visibility of linked meters and properties.
- Visibility of outstanding debt where applicable.

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Multi-Property Management (3 Points)
The Bidder shall demonstrate:

- Management of multiple properties from a single profile.
- Selection and switching between properties.
- Visibility of information specific to each property.

3.3 Online Vending and Payments (6 Points)
Online Prepaid Purchases (3 Points)
The Bidder shall demonstrate:

- Purchase of prepaid electricity through the portal or mobile application.
- Token delivery to the consumer.

Electronic Payment Channels (3 Points)
The Bidder shall demonstrate:

- Availability of multiple electronic payment methods.
- Successful payment processing.
- Visibility of payment confirmation and receipt information.

3.4 Consumer Self-Service Functions (4 Points)
Usage and Purchase History (2 Points)
The Bidder shall demonstrate:

- Access to historical purchases.
- Access to account transaction history.
- Access to consumption information.

Notifications and Alerts (2 Points)
The Bidder shall demonstrate:

- Customer alerts or notifications.
- Visibility of system-generated messages relating to the account or service.

4. Smart Electricity Metering (AMR) (15 Points)
4.1 Meter Registration and Communication (5 Points)
Smart Electricity Meter Registration (2 Points)
The Bidder shall demonstrate:

- Registration of a smart electricity meter.
- Association of the meter to a customer.
- Visibility of meter status.

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Meter Communication and Reading Retrieval (3 Points)

The Bidder shall demonstrate:

- Successful communication with a smart meter.
- Retrieval of electricity meter readings.
- Visibility of current meter values.

4.2 Consumption and Meter Analytics (5 Points)

Consumption Profiles (3 Points)

The Bidder shall demonstrate:

- Daily consumption information.
- Historical consumption information.
- Load profile or interval data where available.

Events and Alarms (2 Points)

The Bidder shall demonstrate:

- Visibility of meter events.
- Visibility of alarms or exception conditions.
- Operational monitoring of connected meters.

4.3 Consumer Electricity Visibility (5 Points)

Consumer Access to Electricity Information (5 Points)

The Bidder shall demonstrate:

- Electricity consumption visibility through the consumer portal or mobile application.
- Historical consumption visibility.
- Graphical or tabular consumption analysis.

5. SSEG and TOU Functionality (15 Points)

5.1 SSEG Customer Configuration (4 Points)

SSEG Customer Administration (2 Points)

The Bidder shall demonstrate:

- Creation or configuration of an SSEG customer.
- Assignment of import and export tariffs.
- Configuration of applicable billing rules.

Tariff Assignment (2 Points)

The Bidder shall demonstrate:

- Application of import tariffs.
- Application of export tariffs.
- Visibility of tariff settings.

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5.2 TOU Tariff Administration (5 Points)

Time-of-Use Configuration (3 Points)

The Bidder shall demonstrate:

- Configuration of peak periods.
- Configuration of standard periods.
- Configuration of off-peak periods.
- Management of effective dates.

TOU Tariff Application (2 Points)

The Bidder shall demonstrate:

- Application of TOU tariffs.
- Visibility of TOU calculations.

5.3 SSEG Billing and Wallet Functionality (6 Points)

Energy Billing Calculations (3 Points)

The Bidder shall demonstrate:

- Import energy calculations.
- Export energy calculations.
- Application of fixed charges.
- Visibility of billing outcomes.

Rebate Capping and Credit Management (3 Points)

The Bidder shall demonstrate:

- Rebate or credit allocation mechanisms.
- Rebate capping functionality.
- Visibility of resulting account balances or wallet values.

6. Demand Response and Load Management (15 Points)

6.1 Remote Load Control (10 Points)

Remote Load Reduction or Disconnection (5 Points)

The Bidder shall demonstrate:

- Issuing of a load control command.
- Remote reduction, limitations or disconnection of supply were supported.
- Visibility of command status.

Remote Restoration or Reconnection (5 Points)

The Bidder shall demonstrate:

- Restoration or reconnection of supply.
- Successful execution of the command.

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- Visibility of command outcomes.

6.2 Demand Management Operations (5 Points)
Command and Operational Visibility (5 Points)
The Bidder shall demonstrate:

- Visibility of demand-response activities.
- Visibility of command history and operational records.

Demonstration Evaluation Summary

Functional Area	**Points**
System Administration and Configuration	5
Prepaid Vending and Revenue Management	15
Consumer Portal and Mobile Services	20
Smart Electricity Metering (AMR)	15
SSEG and TOU Functionality	15
Demand Response and Load Management	15
TOTAL	**85**

Bidder Demonstration Environment
The Bidder shall provide all hardware, software, communications infrastructure, test accounts, customer records, meter data and equipment required to successfully conduct the live demonstration. This shall include, where applicable, fully operational prepaid electricity meters, smart electricity meters, vending terminals, consumer web and/or mobile applications, communication devices, test customer accounts, test properties, tariff structures, debt recovery scenarios, SSEG customer scenarios, TOU tariff configurations and demand-response enabled devices. The demonstration environment shall be capable of supporting all functional areas proposed by the Bidder and shall contain sufficient representative data to demonstrate operational processes, transactions, reporting, customer self-service functions and metering functionality. Any specialised equipment, connectivity, simulators, test rigs or third-party services required to demonstrate compliance shall be supplied, configured and operated by the Bidder at its own cost. The Municipality shall not be responsible for providing hardware, communication services, meters, customer data, user accounts or any other resources required for the demonstration. Functionality that cannot be demonstrated due to the Bidder's failure to provide the required demonstration environment shall be scored as not demonstrated and shall receive zero points.

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TENDER SPECIFICATION

1. BACKGROUND

Tenderers are hereby invited to supply, install and manage an STS-compliant prepayment electricity vending, data management and revenue protection system for the period 01 July 2027 to 30 June 2032.

The Tenderers shall provide a documentation layout of the complete system (including schematics of the full vending solution network) to Saldanha Bay Municipality. All the minimum hardware and software requirements to operate the vending system in its full capacity must be listed. No tender will be accepted unless it includes a full description of the technical details of its entire vending system as stipulated in the tender.

Saldanha Bay Municipality requires a single supplier that fully complies with all the listed specifications and required services. All Smart System components, including AMR, SSEG and Demand Response, must be natively integrated within and delivered from the core prepaid vending system, and shall not be provided as standalone or subcontracted solutions.

The Saldanha Bay Municipality covers the area between Vredenburg, Jacobs Bay, Saldanha, Langebaan, Paternoster and Hopefield, with approximately +/- 26 550 prepayment electricity meters. It must be noted that the Municipality is currently aggressively promoting the conversion to prepayment meters in the area.

2. APPLICABLE STANDARDS

The following standards and specifications contain provisions that, through reference in this text, constitute provisions of this Specification. At the time of publication, the editions indicated were valid. All standards and specifications are subject to revision, and Tenderers are obliged to apply the most recent editions of the document listed below:

The following standards shall reference and apply as stipulated in the Specification:

ISO 9001	Quality management systems standards
IEC 62055-xx	Electricity Payment Metering Systems
STS Part 1,2 and 3	Standard Transfer Specification
STS 600-4-x	Distributed Key Management System
NRS 009-2-1:1998	Electricity sales systems - Part 2: Functional and performance requirements - Section 1: System master stations
NRS 009-2-2:1995	Electricity sales systems - Part 2: Functional and Performance requirements - Section 2: Credit dispensing units.

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NRS 009-6-10	(Online XMLVend 2.1) the NRS Standard for on-line communication between Vending Servers and Vending Clients
ISO 8583	Financial transaction card originated messages — Interchange message specifications
IEC 61970-301	CIM (Common Information Model) Standard
IEC 320 C13	Battery Back-up / Surge Protection
NRS 055	Revenue Protection
NRS 096	Meter Seals
SANS 10142-1:2017	SOUTH AFRICAN NATIONAL STANDARD - The wiring of premises Wiring Code

The latest edition at the time of tender of the above specifications shall apply.

MUNICIPAL REGULATIONS ON A STANDARD CHART OF ACCOUNTS (MSCOA)

The vending system should be in full compliance with the following legislation:

Local Government: Municipal Finance Management Act (Act 56 of 2003)
Local Government: Municipal Systems Act (Act 32 of 2000)
Local Government: Municipal Regulations on A Standard Chart of Accounts (mSCOA), Notice 312 of 2014, Government Gazette No. 37577.

3. SCOPE OF SPECIFICATION

3.1. Requirements

The successful Tenderer shall provide full system documentation (including schematics of the full Vending System network to the Municipality. No tender will be considered unless accompanied by a full description and technical details of the solution offered. Any special features shall be detailed.

3.2. Compliance with Specifications

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

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3.3. Compliance List

The Tenderer shall indicate compliance and whether the offer deviates from each paragraph. Alternatives shall be separately listed as tender adjudication cannot only be considered upon the submission of alternatives.

3.4. Demonstration of System Offered

Only Tenderers who can offer a fully functional Vending System that can be demonstrated will be considered. All Smart System components, including AMR, SSEG and Demand Response, must be natively integrated within and delivered from the core prepaid vending system, and shall not be provided as standalone or subcontracted solutions. Tenderers shall specify the number of technical staff engaged in development and testing of the vending software, as well as the support staff available after handover. and whether a call centre is available.

3.5. Guaranteed System Performance

3.5.1. The successful Tenderer shall have the new system commissioned within two months of the contract being awarded.

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

3.5.3. In the event of any latent defect (programming "bug") becoming evident within the Contract period of 5 years (60 months), the Tenderer shall be responsible for the immediate rectification of such defects at their own cost.

4. VENDING SYSTEM COSTS

4.1. The Municipality's preferred method of payment for the hosted online Vending System is:

4.1.1. a once-off setup fee for the commissioning of the entire system and

4.1.2. a monthly fixed fee for the management and support of the hosted online vending system

4.1.3. a percentage of revenue fee for 3rd party vending.

4.2. The Tenderer may, however, offer an alternative method of payment for the Vending System.

4.3. A proposed Service Level Agreement (SLA) must be included.

4.4. The Tenderer shall separately identify the individual functional modules included in the total cost, such as:

4.4.1. Vending System Software

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4.4.2. Upgrade/replacement of existing online vending machines

4.4.3. Database, operating system, workstation and POS license (if applicable)

4.4.4. All hardware requirements (if applicable)

4.4.5. The Saldanha Bay Municipality financial management system, MUNSOFT interface, data migration.

4.4.6. Complete system and interface testing

4.4.7. Training costs

4.4.8. As well as additional options, to enable a fair comparison of tenders offered to be made.

4.4.9. The bidder's end-user vending and consumer access channels must be provided at no additional airtime (other than standard data use), SMS, short-code or similar end-user access cost, and any solution that requires a separate paid third-party registration or consumer charge in order to access vending or smart system functionality shall be deemed non-compliant.

4.4.10. The bidder must declare all end-user access prerequisites, dependencies and charges applicable to consumer-facing channels. Failure to disclose any consumer-paid access cost shall constitute misrepresentation.

4.4.11. Consumer access to vending services must not be dependent on premium-rated communication channels or any mechanism that incurs a direct charge to the end-user beyond standard internet data usage.

5. EXISTING VENDING INFRASTRUCTURE

5.1. The active Vending System shall be hosted at the Tenderer's Offices.

5.2. The back-up Vending System shall be hosted at the Tenderer's Offices.

5.3. The Tenderer shall familiarize himself with the operation of the existing Vending System (hardware, software and data) currently serving the prepayment meter customers in the Municipal area and take this infrastructure into account in the proposed vending solution offered. A comprehensive layout of the existing system will be provided by Saldana Municipality.

5.4. The existing on-line vendors (approximately 80) which are currently managed by the service provider connect to the existing Vending System using GPRS/mobile broadband and the internet shall remain operational during the installation and commissioning of the new Vending System.

5.5. The Vending System must have the capability to vend to all meters installed in the Municipality service area including the following meters:

5.5.1. All STS meters.

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5.6. The Municipality shall be indemnified against any patent infringements including any damages awarded, legal fees and the cost of replacing the Vending Systems should patent infringements be awarded against the Municipality due to the successful Tenderer's Vending System.

5.7. The transfer from the existing system to the new one shall be seamless. The Service provider shall ensure that all existing data is properly backed up and secured prior to the new system being deployed. Cost for the recovery of the loss of existing meter data, whether accidental or otherwise, during transfer from existing system to the new system, shall be for the account of the Service provider.

6. INTEGRATION

6.1. The Municipality Currently uses the MUNSOFT Financial System. The Vending System offered must have the capability to interface with applicable modules, inter alia customer database, billing system, etc. Proof from MUNSOFT must be provided.

6.2. The Vending System shall have an Application Programme Interface (API) to allow third parties to access the system securely for integration purposes.

6.3. It is envisaged that a Geographical Information System will be linked/incorporated into the Vending system in the future. The proposal should describe how the solution would cater for such GIS integration.

7. TECHNOLOGY AND PLATFORM

7.1. Database

7.1.1. The system must operate on a relational database (SQL will be the preferred)

7.1.2. The relational database management system and the system related application must operate on Windows platform to ensure future enterprise scalability, security and flexibility.

7.1.3. The design of the database shall be such that it conforms to the following Relational Database Management System (RDBMS) rules:

7.1.3.1. All information shall be represented only in tables.

7.1.3.2. Each atomic value must only be accessible by combination of table name, primary key and column name.

7.1.3.3. All NULL's must be systematically treated within the RDBMS.

7.1.3.4. An on-line data catalogue must be maintained by the RDBMS.

7.1.3.5. High-level Insert, Update and Delete functionality must exist within the RDBMS.

7.1.3.6. A low-level language shall not subvert or bypass the RDBMS high-level language.

7.1.4. The database shall allow concurrent users to access data on a central database from various online terminals.

7.1.5. To ensure data integrity, audit-ability and data completeness the RDBMS shall allow for automated triggers to be set on any database field, prompting for a function to be executed.

7.1.6. The database shall allow for multi-version consistency. The requirement is that "readers do not block writers and writers do not block readers".

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7.1.7. The database shall not allow the escalation of row locks to page level locks when too many rows on a page are locked.
7.1.8. The database shall allow the following:
7.1.8.1. Control of sorting
7.1.8.2. Control over SQL caching
7.1.8.3. Control over storage space
7.1.8.4. Range partitioning
7.1.9. The database shall support a JAVA database engine, enabling future application integration.
7.1.10. To negate any significant system overhead, especially in consideration of the diverging business rules for prepayment and associated debt collection Stored procedures must be precompiled before executed.
7.1.11. The database shall allow the reading of, and writing to, external files via Stored Procedures, ensuring ease of system integration.
7.1.12. The tenderer must specify their latest technology, software and platforms.
7.1.13. Tenderers shall supply independent, documented proof to substantiate conformance to these aspects.

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

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

7.4. Hardware
7.4.1. The Tenderer shall familiarize himself with the existing Vending Systems hardware utilized and take this infrastructure into account in the proposed vending solution offered.
7.4.2. The vending system shall operate on a standard, readily available, PC-based machine with no special modifications required to any parts.
7.4.3. The Tenderer will provide all of the following hardware as part of their solution:
7.4.3.1. Hosted Environment
Hosted Master Database Server
Hosted Management Server
Hosted Reporting Server

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Hosted DR environment with all of the above servers

7.4.3.2. Municipal Environment (exact minimum specifications of the items listed below are Included:

Product: **Dell Pro 16 16-inch Core Ultra 5 Win 11 Pro AI Laptop or equivalent**

Product type: Notebook
Form factor: Clamshell
Processor family: Intel Core Ultra 5 or better
Processor model: 235U or better
Processor Frequency: 1.6GHz and a maximum turbo frequency of 4.90GHz (12 Cores,
14 threads and 12 MB L3 Cache)
Display diagonal: 16" with 16:10 aspect ratio
HD type: Full HD
Display resolution: 1920 x 1200 pixels
Display: IPS, 250nits, Anti-glare, 45% NTSC
Internal memory: 16GB
Internal memory type: DDR5-SDRAM
Total storage capacity: 512GB M.2 PCIe
Storage Type: SSD
On-board graphics adapter model: Integrated Intel Iris Xe Graphics Functions as UHD Graphics
Operating system installed: Windows 11 Pro
Ethernet: Gigabit Ethernet, Intel® Ethernet Connection I219-V, 1x RJ-45, supports Wake-on-LAN
WLAN+Bluetooth: Intel® Wi-Fi® 6 AX201, 802.11ax 2x2 Wi-Fi® + Bluetooth® 5.2, M.2 Card
Keyboard: Backlit, English (EU)
Security: Discrete TPM 2.0, TCG certified, FIPS 140-2 certified; Wedge shaped lock Slot, Fingerprint reader
Product colour: Platinum Silver
Weight: 1.92 kg
Warranty: 3-year onsite support.

Ports
USB 3.2 Gen 1 Type-A
USB 3.2 Gen 1 Type-A with PowerShare
RJ-45 Ethernet port (1 GbE)
Wedge-shaped lock slot
4.5mm barrel power delivery
HDMI 2.1
USB Type-C Thunderbolt 4 with Power Delivery 3.1 & DisplayPort 2.1
USB Type-C with Power Delivery 3.1 & DisplayPort 2.0
Global Headset Jack

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Docking Station Requirements
Docking station must be the same brand as the laptop you supply for best compatibility for example Dell Pro Dock - WD25 to be compatible with Dell Pro 16 laptop or equivalent
Must include a power supply larger than that of the laptop to be able to run the docking station and charge the laptop. For example, if the laptop comes with a 65W charger the docking station charger must be larger for example 90W.
Docking station must support at least 2 external monitors at 3840x2160 @60Hz resolution.
Docking station must have the following ports:
USB-A 3.2 Gen 2 with PowerShare
USB-C 3.2 Gen 2
HDMI 2.1
DisplayPort 1.4
DisplayPort 1.4
USB-C 3.2 Gen 2 Multifunction DisplayPort 1.4
USB-A 3.2 Gen 2 with PowerShare
USB-A 3.2 Gen 2 with PowerShare
USB-A 3.2 Gen 2 with PowerShare
2.5 Gigabit Ethernet (RJ45)

Power In
Backpack Requirements
At least 2 compartments
One compartment must be padded to keep the laptop secure and protected and one compartment for the accessories.
Must fit the laptop quoted on in Item ***

Security Chain Requirements
Resettable 4-wheel number code with 10,000 possible combinations, selectable by the user.
Must fit the laptop quoted on

Product: Lenovo Think Centre Neo50s Gen 6 SFF PC and 24" Monitor or equivalent

Processor : Intel Core Ultra 5 or better
Power Supply Unit: 260W (90% energy efficient)
65W Thermal design power (TDP) Available
Audio : Internal Speaker
Memory (RAM): 8GB DDR5 (5600MHz) up to 64GB (Dual-channel capable)
Storage: 500GB M.2 PCIe NVMe SSDs (up to 1TB Gen 4)
Operating System: Windows 11 Pro
Graphics: Integrated Intel UHD Graphics
USB Keyboard, Mouse & Speakers

- **Wireless:** Wi-Fi® 7 Realtek® RTL8922AE, 802.11 BE 2x2 Wi-Fi® & Bluetooth® 5.4

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Wireless: Up to Wi-Fi 6 (802.11ax) and Bluetooth 5.0 / 5.1

Design

Display: Supports up to 4 independent monitors
Volume: 8.2L
Dimensions (H x W x D) : 339.5mm x 92.5mm x 291.7mm / 13.4" x 3.64" x 11.5"
Weight : Starting at 4.33kg/ 9.54lbs
Color : Black

Ports and Connectivity

- **Front Ports:**
  - USB-C 3.2 Gen 1 (with data transfer and charging)
  - USB 3.2 Gen 1 ports
  - Headphone/microphone combo jack and microphone jack
  - **Rear Ports:**
  - USB 3.2 Gen 1 and USB 2.0 ports
  - HDMI 2.1 TMDS / HDMI
  - DisplayPort 1.4
  - VGA port
  - RJ-45 Ethernet (Gigabit LAN)
  - Audio line-out

Expansion Slots:

- PCIe x 16 Gen 4
- PCIe x 1
- M.2 PCIe SSD Gen 4
- M.2 WiFi

Internal Bay

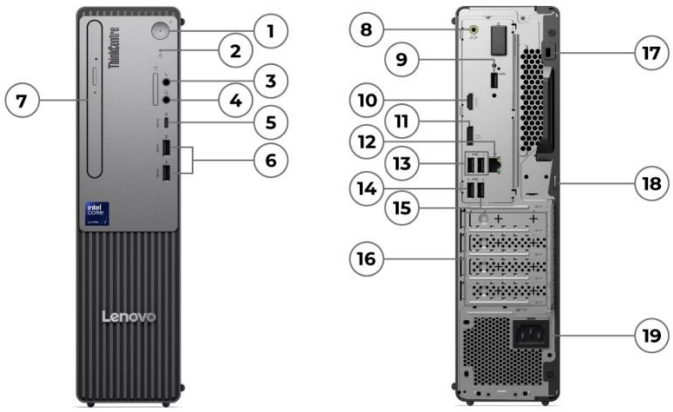
- 3.5" HDD

Ports & Slots

- **1 -** Power button
- **2 -** Storage drive activity indicator
- **3 -** Microphone
- **4 -** Headphone / mic combo
- **5 -** USB-C® (USB 5Gbps)
- **6 -** 2 x USB-A (USB 5Gbps), 1 always on
- **7 -** Optional: Slim ODD
- **8 -** Audio out
- **9 -** Optional: USB-A (hi-speed USB)
- **10 -** HDMI® 2.1 (supports resolution up to 4K@60Hz)
- **11 -** DisplayPort™ 1.4
- **12 -** Ethernet (RJ45)
- **13 -** 2 x USB-A (hi-speed USB)
- **14 -** USB-A (USB 5Gbps) with keyboard power on
- **15 -** USB-A (USB 5Gbps)

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- **16 -** Optional expansion slots
- **17 -** Kensington Security Slot™
- **18 -** Padlock loop
- **19 -** Power connector



Dell P2422H 24" Wide LED Screen or equivalent

with 1920x1080 at 60Hz resolution, 8ms GTG response time, Anti-Glare coating, must have 1 x HDMI 1.4, 1x DisplayPort 1.2, 1x VGA, 1x USB3.2 Gen 1 upstream and 4 x USB3.2 Gen 1. Screen must be the same brand as the PC to form a set. Screen must be compatible for mounting the small form factor PC behind it. All mounting brackets must be included.

- 3 Year Parts, Labour, Next Business Day onsite Warranty
- Assembly and Delivery must be included in price

1KVA Line Interactive UPS with the following specifications:

Features:
- Fast charging in 4 hours
- Built-in microprocessor controller
- Boost and buck AVR for voltage stabilization
- Free monitoring software (download required)
- Overload, discharge, and overcharge protection

Input:
- Voltage 110/120 VAC or 220/230/240 VAC
- Voltage Range 81-145 VAC / 162-290 VAC
- Frequency Range 60/50 Hz (auto sensing)

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Output:
- Output Voltage 110/120 VAC or 220/230/240 VAC
- AC Voltage Regulation (Batt. Mode) ±10%
- Frequency Range (Batt. Mode) 60 Hz or 50 Hz ±1 Hz
- Transfer Time Typical 2-6 ms, 10ms max.
- Waveform (Batt. Mode) Simulated Sinewave
- Must have 3 x outputs of which one output must be a South African style 3 prong plug. (See photo below)

Must Include:
- 1x UPS Unit
- 2x Male to Female Extension Power Cord IEC C13-C14 Serial (From UPS to PC)
- 1x USB cable (From UPS to PC)



7.5. Vendor Data Model

7.5.1. The data model shall be capable of the following:

7.5.1.1. A Point-of-Connection shall be supported which is independent from a Location, Meter, Erf and/or Consumer.

7.5.1.2. The tariff shall not be connected to a Meter or a Consumer but shall reside with the Point-of-Connection.

7.5.1.3. The data model shall allow for GPS coordinate definition with all locations. These include the location of the meter.

7.5.1.4. The data model shall allow for the recording of individual Consumer agreements, with multiple agreements per Consumer per resource.

7.5.1.5. The Tenderers proposed data model shall accommodate, for enhanced management purposes, possible additional resources like and/or gas.

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7.6. Thin client GUI

7.6.1. The system shall allow for the use of thin client technology for the following business logic:

7.6.1.1. Customer Management

7.6.1.2. Smart Meter Management

7.6.1.3. Reporting

7.6.2. The business logic must in particular include, often used functionality that will allow end-users to view, update and query the system on-line without placing an excessive burden on bandwidth.

7.7. Security

Database security governing low- and high-level database access shall be via a proven technology and applied at both database and application level.

7.7.1. The system shall allow for the addition of an unlimited number of named operators.

7.7.2. Security shall be adjustable to allow for limited individualized access to any field within the database, with access control.

7.7.3. The system shall allow for smart card based SSL security to be implemented for on-line PoS.

7.7.4. The system shall encrypt all tokens for security purposes.

7.8. Communication

7.8.1. Network communication shall include but not be limited to the following:

7.8.1.1. Corporate LAN / WAN

7.8.1.2. Dial up modems

7.8.1.3. GPRS/Mobile broadband

7.8.1.4. Internet

7.8.1.5. Intranet

7.8.1.6. ISDN

7.8.1.7. Satellite

7.9. Online Vending

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

7.9.2. All messages shall use the XML Vend protocol format.

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

7.9.4. The system shall be able to vend to 13 digit STS meter numbers.

7.10. Power and module failures

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

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8. OPERATION

8.1. Critical Performance Parameters

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

8.1.1. The software and database shall be able to accommodate, with no special changes other than hardware scaling, more than 50 000 customers through 80 vendors generating a minimum of 200 000 transactions per month with no upper limit restrictions.

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

8.1.3. The system must be a real time system.

8.1.4. The tenderer must indicate how many transactions per second can be processed.

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

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

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

8.2. Languages & Currency

8.2.1. Standard language available on the system shall be English.

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

8.3. Electricity Prepayment Vending

8.3.1. Transactions

8.3.1.1. All transactions shall be automatic to such an extent that taxes, levies, standing charges, arrears and services are all created through individual rows in the database.

8.3.1.2. Any rounding errors of kWh beyond the first decimal shall be recorded in the database as separate trans action rows to ensure effective reconciliation.

8.3.1.3. Transaction reversals shall:

8.3.1.3.1. be effected with full trace-ability of the reversal;

8.3.1.3.2. shall allow for a reason to be supplied;

8.3.1.3.3. shall be traceable to an operator; and

8.3.1.3.4. shall reverse an entire transaction batch consisting of taxes, levies, auxiliaries and resource amounts.

8.3.2. Vending Operations

8.3.2.1. The system shall be capable of vending on-line to all prepayment meters (proprietary and STS) in the Municipality's area of electricity supply.

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8.3.2.2. The system shall be capable of vending on-line engineering tokens.
8.3.2.3.The system shall be capable of vending free electricity grants on request, automatically and by alternative methods such as SMS, etc.
8.3.2.4. The system shall be capable of collecting arrears.
8.3.2.5. The system shall be capable of handling step tariffs.
8.3.2.6. The system shall be certified by the STS association as being Vending, Engineering and Key Change Management compliant. Copy of certificate must be attached.
8.3.2.7. The system shall be capable of allowing transaction viewing, re-prints and reversals, without compromising the integrity of transactions and subject to appropriate security.
8.3.2.8. The system shall have ability to look up the localized:
8.3.2.8.1. transaction history,
8.3.2.8.2. free units,
8.3.2.8.3. replacement tokens,
8.3.2.8.4. engineering tokens, and
8.3.2.8.5. arrear payments of a relevant consumer subject to appropriate security.
8.3.2.9. The system shall have the ability to calculate and display cash change to the vendor.
8.3.2.10 All payment updates must be done before the next business day (After 09h00 so that all payment updates can be done on Saldanha Bay financial systems)

8.3.3. Vending Management
8.3.3.1. The system shall allow for the definition of independent banking batches, sales batches and shift batches to accommodate various levels of operators.
8.3.3.2. The system shall allow for the automated or manual sign-off of banking batches from a central point.
8.3.3.3. The system shall allow for both upfront and deposit-based credit management mechanisms. In the case of upfront vending, vendors shall have pre-defined, replenish able credit limits limiting the exposure at certain outlets. The option shall exist to update credit limits automatically or manually.
8.3.3.4. Tokens and receipts shall be contained in customizable templates.
8.3.3.5. See Annexure "A" for an example detailing information to b reflected on the printed token.

8.3.4. Arrears
8.3.4.1. The system shall have the ability to collect multiple categories of arrears from the consumer by leveraging the prepayment trans action according to a unique formula for each consumer.
8.3.4.2. A consumer's unique collection profile shall be automatically updated by the system based on historic payments made.
8.3.4.3. All credit control shall be carried out in MUNSOFT; however the vending system must be capable of overwriting the amount.

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8.3.4.4. Multiple meters and accounts per Erf must be accommodated.
8.3.4.5. MUNSOFT sends the following details to the Vending System:
8.3.4.5.1. The amount to be recovered.
8.3.4.5.2. A variable percentage recovery.
8.3.4.5.3. The MUNSOFT prepaid contract account number.
8.3.4.5.4. The prepayment meter number
8.3.4.6. The Vending System sends the following details to MUNSOFT:
8.3.4.6.1. All arrear payments received from the customers: variable percentage.
8.3.4.6.2. MUNSOFT prepaid contract account number
8.3.4.6.3. The prepayment meter number.

8.3.5. Tariffs
8.3.5.1. The system shall accommodate step tariffs, with an unlimited number of kWh-based steps.
8.3.5.2. Unique tax and fixed charges profiles shall be definable for each tariff block.
8.3.5.3. Tax and fixed charge blocks independent from step tariff blocks shall be definable according to monthly monetary value transacted, or kWh bought.
8.3.5.4. The Vending system shall have automated activation dates for tariff changes.
8.3.5.5.The Vending system shall allow the Municipality to change their reconciliation and tariff rules, irrespective of the system's functionality and operation the transactions shall be reconciled by an independent reconciliation application operating at central level.

8.3.6. Payment System
8.3.6.1. The vending system shall be capable of supporting the following:
8.3.6.1.1. Vending clients:
8.3.6.1.1.1. Windows PC
8.3.6.1.1.2. Retail Shop
8.3.6.1.1.3. Mobile App vending
8.3.6.1.1.4. Web based vending (Internet)
8.3.6.1.1.5. ATM

8.3.6.1.2. Engineering clients
8.3.6.1.2.1. Windows PC
8.3.6.1.2.2. Web based
8.3.6.2. The type of transaction at the vending outlet shall be recorded as follows:
8.3.6.2.1. Cash - shall be captured manually by keystroke. No cheque payments will be accepted through the vending system.
8.3.6.2.2. Credit/debit card – shall be recorded by either swiping the credit /debit card through the vending system card reader or capture details manually.

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8.4. Vendor Management

8.4.1. The tenderer shall be responsible for the following:

8.4.1.1. Setting up guidelines for appointing and contracting the vendors and compiling an agreement / contract pricing. The guidelines and agreement to be approved by the municipality.

8.4.1.2. Advertising and information meetings with prospective vendors.

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

8.4.1.4. Providing all the necessary hardware, software and communications equipment needed for the vendor to operate.

8.4.1.5. Providing training as and when necessary for the vendor or his appointed operators in order to operate the equipment and relevant software.

8.4.1.6. Providing the necessary consumables, e.g. paper, printer cartridges, etc.

8.4.1.7. Providing the routine, preventative and necessary maintenance, repair and servicing as is required to maintain the equipment.

8.4.1.8. Collection of all revenue from the vendors if required.

8.4.1.9. Providing the necessary security measures for collecting the revenue if required.

8.4.1.10. To reconcile the revenue received from the vendors on a daily basis and provide the necessary credit to the vendor to continue vending.

8.4.1.11. Payment of any vendor commissions owed.

8.4.1.12. Payment of revenue received (Prepaid & Auxiliary separately) directly in municipality's account within 72 hours together with a reconciliation of said revenue.

8.4.1.13. Providing daily, weekly and monthly reports as required by the municipality.

8.4.1.14. Provide audit reports.

8.4.2. Support Services

8.4.2.1. The tenderer shall be responsible for the following:

8.4.2.1.1. Provide A 24/7 call centre.

8.4.2.1.2. Provide a 24 x 7 support service for vendors. - min response times for example 3 hours onsite, 3 hours' repair

8.5. Meter Management

8.5.1. To assist with meter management, the system shall have the ability to record a meter status.

8.5.2. All meter management processes shall be performed via a user-friendly, iconic graphical user interface depicting a certain task. The minimum number of pre-defined meter management tasks shall be:

8.5.2.1. Receive a meter from a service provider

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8.5.2.2. Send a meter to a service provider for repair
8.5.2.3. Scrap a meter
8.5.2.4. Install a meter
8.5.2.5. Remove a meter
8.5.2.6. Change status of a meter
8.5.2.7. Update status of a meter
8.5.2.8. Create a location
8.5.2.9. Update locations details
8.5.2.10. Link a consumer with a location / meter
8.5.2.11. Having the ability to prevent an operator to upload/update a new meter without all Mandatory fields being completed correctly

8.5.3. Meter management processes shall automatically change the modes of operations associated with a meter.

8.5.4. The system shall allow for the definition of an unlimited number of meter locations.

8.6. Reporting and Information

Provision should be made for a query engine and report generating system for reporting, viewing and printing on inter alia:

8.6.1. Revenue Reporting
8.6.1.1. 6-month revenue history
8.6.1.2. 12-month revenue history
8.6.1.3. Geographical sales
8.6.1.4. Geographical sales summary
8.6.1.5. Management summary
8.6.1.6. Tariff sales
8.6.1.7. Tariff sales summary
8.6.1.8. Terminal sales report
8.6.1.9. Vendor sales summer
8.6.1.10 Vendor sales
8.6.1.11. Vendor sales by operator

8.6.2. Auxiliaries (DEBT) Reporting
8.6.2.1. Debt summary per area
8.6.2.2. Debt overview

8.6.3. Customer Reporting
8.6.3.1. Customer & meter search
8.6.3.2. Customer & meter search with debt
8.6.3.3. Customer per status list

8.6.4. Engineering Reports
8.6.4.1. Active meter summary and details
8.6.4.2. Free issues with operator
8.6.4.3. Installed meter summary

8.6.5. Revenue Protection Reporting
8.6.5.1. Meter never purchased
8.6.5.2. Meter per status and location
8.6.5.3. Zero / Low purchase report

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9. MUNSOFT AND VENDING SYSTEM INTERFACES

9.1. It shall be the responsibility of the successful Tenderer to liaise with the service providers of the \ MUNSOFT system to ensure system compatibility and to finalize the detailed design of the interfaces after the contract has been awarded. (See Annexure "D").

9.2. The following are the minimum interfaces that will be required to provide functionality \ between MUNSOFT and the Vending System:

9.2.1. An arrears balance / credits outbound file from MUNSOFT to the Vending System. Before downloading balances to the Vending System, all balances must be zeroed on Vending System.

9.2.2. An arrears payments / refunds inbound file from Vending System to MUNSOFT for arrears collected and refunds given.

9.2.3. An outbound file from MUNSOFT to the Vending System for customer data for all new connections and retrofits (credit meters replaced with prepayment meters).

9.2.4. An inbound file from the Vending System to MUNSOFT for all meter changes carried out (may be considered).

9.2.5. An inbound file from the Vending System to MUNSOFT for all Vendor sales.

9.2.6. An inbound file from the Vending System to MUNSOFT for sales transactions that has been deleted.

9.2.7. In the interfaces listed above only the data that has changed must be transferred between the Vending System from MUNSOFT.

10. SYSTEM TESTING

10.1. The test procedure to be followed during the testing of the Vending System must be submitted with the tender

10.2. The system including interfaces with MUNSOFT and the "Super" vendors shall be tested thoroughly together with the successful Tenderer and the personnel from the Municipality before final handover.

11. MIGRATION OF DATA AND COMMISSIONING OF NEW SYSTEM

11.1. The successful Tenderer shall be responsible for migration of all existing data from the existing Vending Systems operating in the Municipality to the new Vending System.

11.2. A project plan showing the proposed stages for the commissioning of the new Vending System shall be provided as part of the tender documents.

11.3. The Tenderer shall specify his full commissioning schedule from the setting up to the final handover of the Vending System.

11.4. It is accepted that the new MUNSOFT interfaces will have been fully tested and approved before the commissioning.

11.5 All information will be made available electronically to SBM

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12. TRAINING AND SKILLS TRANSFER

12.1 The Tenderer shall provide all training required for the Municipality's designated system users, administrators, technical personnel and vendor operators to competently use and support the services included in this specification. Training costs shall be included in the tender price.

12.2 Training shall be appropriate to the appointed scope and shall include, where applicable:

- 12.2.1 Vending system operation and administration;
- 12.2.2 Customer, meter, tariff, arrears and vendor management;
- 12.2.3 System reporting, reconciliation and audit trails;
- 12.2.4 AMR, smart electricity, SSEG and demand-response functionality;
- 12.2.5 Data management and revenue-protection field operations; and
- 12.2.6 Basic system support and fault reporting.

These areas align with the specification's integrated vending and smart-system scope, system interfaces, vendor operations, field data management and revenue protection requirements.

12.3 The Tenderer shall submit a training plan indicating the target groups, course content, training duration, delivery method and proposed schedule. Training shall include practical instruction on the system and services offered.

12.4 Training shall be completed before final handover.

12.5 Mandatory EWSETA Requirement

The Tenderer shall be an accredited Skills Development Provider with the Energy Education and Training Authority (EWSETA). A valid accreditation letter or certificate, issued in the name of the Tenderer and indicating the registration number, accreditation number and accreditation end date, shall be submitted with the tender. Failure to submit valid proof shall render the tender non-responsive.

13. ALTERNATIVE VENDING OPTIONS

13.1. The system should as a minimum, cater for:

- 13.1.1. Mobile PoS vending via handheld vending devices operation on GPRS / GSM.
- 13.1.2. Cell phone vending for mobile vending agents using standard cell phones to sell electricity.
- 13.1.3. Internet Web Site vending. Payment mechanism on the web site must cater for: credit/debit cards and **one (1), free from banking fees, payment channel**.
- 13.1.4 To ensure a high level of service delivery all alternative methods of vending will be considered. Suppliers must be able to prove functionality of such methods.

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This should be a separate, dedicated switching application.

14. MOBILE ENGINEERING CLIENT

The system shall support and interface for 10 online, GPRS-based mobile meter engineering applications as required by Council. The application will be as a minimum be used to perform key change tokens, clear tamper tokens, clear credit tokens and replacement credit.

15. MANAGEMENT OF VENDORS BY SERVICE PROVIDER

15.1. Stipulate criteria to determine placement of Vendors.
15.2. Stipulate commission to be paid to Vendors.
15.3. Method of payment, credit or up front.
15.4. Criteria for appointment of Vendors.

16. SYSTEM OVERVIEW

16.1. Introduction

16.1.1. This Project Specification outlines the requirements for the supply and commissioning of a pre-paid electricity system for the Saldana Municipality.

16.1.2. This revenue management will consist of the following subsections:

16.1.2.1. Existing Pre-Payment Vending System:

16.1.2.1.1. Single phase meters;

16.1.2.1.2. Three phase meters.

16.2.1. MUNSOFT SYSTEM

The Munsoft System consists inter alia of the following sub-systems:

MUNSOFT INCOME EXPENDITURE
General ledger
Consolidated billing
Cash Book
Receipting
Stores
Debtors
Creditors

16.2.1.1. MUNSOFT Debtors

The MUNSOFT Debtors system is designed to control all Debtors relating to Government, both Local, and Regional, Development Corporations and certain specialised industries. The Debtors system contains many types of Debtors along with the related charge structures as follows:

- Municipal Rates and Service Charges
- Electricity metered Charges
- Sundry Charges

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- Rentals
- Loans (including subsidization)

Each Debtor call have any combination of the above, separated by different user defined balance types. Up to 9 different types are catered for enabling one Debtor to have for example, electricity, rates, loan, sundry debits and service charges all separated within the debtor, providing a consolidated account. Debtors can also be categorized to provide outstanding balances and statistical information in breakdowns of tariffs , departments (or branches) consumer types and zoning. A full transaction history of all transactions is attached to each Debtor and available to the user via enquiry screens and Reports. Loans are stored separately to outstanding arrears, allowing the user to see complete interest and redemption on a Debtor's loan, and separately, to see a full age analysis of outstanding instalments. This separation allows the user to charge a separate penalty interest on arrears instalments, if interest is not charged on the interest on the loan. Interfaces between Consolidated Billing and other MUNSOFT modules include:

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

16.2.1.2. MUNSOFT General Ledger

The General Ledger is the core of the MUNSOFT Accounting System. All Sub Ledgers tie into the General Ledger in some way or other. The General Ledger is a combination of both Income and Expenditure and the Balance Sheet. Every posting done to the Ledger has to be done to a Ledger account. These accounts are generally set-up at the beginning but more accounts can be added at a later stage when required. It is however, dangerous to either delete an existing account or change the characteristics of an account once postings to that account have taken place as this could cause the Ledger to go out of balance.
The General Ledger is a balanced Ledger and at all times the total Credits will equal the total Debits, requiring each posting to have a contra posting. Each Ledger Account will store the balances for each month within each financial year. Throughout the Ledger, every balance is associated with a Financial Period. This is always in the format YYYMM. The financial period, for instance, for February 1998 will be 199802. Each balance will have attached to it a full history of all transactions making up that balance. This enables the user to break down the Ledger into 3 different types of balances, namely:

- Account balances for the year
- Account balances for each month
- Individual Financial Transactions per Account/period.

The Ledger operates using the abovementioned Financial Periods, giving the user the option to determine the range of financial periods to which postings are allowed. MUNSOFT uses the terms PERIOD CLOSE and PERIOD END. These determine the range between which posting can be done. Once a PERIOD is CLOSED; no postings can be done to that PERIOD or prior to that period. This then protects Ledger data that has already been audited and approved. PERIOD END determines which was the last month ended. This opens up a

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new month to which postings can be done. PERIOD END is usually done on the last day of each month. This allows postings to be done to the next FINANCIAL PERIOD. Journals can s till be posted to a period that has been ended. Enquiries and reports however, can be done on ANY financial period whether CLOSED or not. The Ledger Account number itself is a structure of the Ledger and the determining of the Account structure is vital before any Ledger Accounts are created. Each account is assigned to a VOTE (Department), a SUB VOTE (Sub Department) and an ITEM. Consequently, an account that will fall into Vote 1, Sub Vote 2, will begin with 1-02. The item for the account is the last digits, and all item numbers should be the same throughout different votes. If we need an account for Salaries in Vote 1, Sub Vote 2, the Ledger Account will be of the format 1 02 00 1. If a new account is needed for Salaries Vote 2, Sub Vote 2, then the account should be of the format 2 02 00 1. The item therefore, will remain constant throughout the Ledger irrespective of Vote and Sub Vote under which it falls. Ledger Accounts can be broken down further with the use of CATEGORIES and SUB CATEGORIES. These will provide extra detailed totals on reports such as Budget Comparison Report and Balance Sheet.
Once the Ledger Accounts have been set up, budgets can be allocated to the individual accounts. This will then give accurate Budget Comparisons for the accounts, votes and sub votes. The majority of the postings to the Ledger will come from the various Sub Ledgers in use by the organization such as Debtors, Cash Book, Loan Register, Creditors, etc. Corrections do sometimes need to be made and these can be done within the Ledger, especially for the purpose of Take-on balances.

16.2.1.3. MUNSOFT Stores Module

16.2.1.3.1. The MUNSOFT Stores Module provides the user with up-to-date information on the position of their stores. It provides the user with details on the actual stockholding and value of each store.

16.2.1.3.2. Interfaces to other modules.

16.2.1.3.3. Stores – General Ledger Interface:

16.2.1.3.3.1. If the Stores – General Ledger Interface option is set to "Yes" in the Company file, the Store system will create batches to be updated on the GL. These batches are then outputted to the GL via the "isc042.p" program.

16.2.1.3.3.2. This interface also controls the updating of the Vehicle Costing and Creditors Modules where necessary.

16.2.2. Network Server (Financial Server)
The program on the network server is LINUX Red Hat or Fedora latest Core.

17. DATA MANAGEMENT, REVENUE PROTECTION

17.1 Background

The tenderer will be required to execute revenue protection, data management and TID roll over tasks in compliance with NRS 055 to reduce the financial risks to Saldanha Bay Municipality. Physical audits, technical inspections, service supply

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connections and disconnections are some of the activities required to secure and protect the revenue stream of the municipality.

The tenderer will be responsible for data verification and management by applying the latest processes, technology and software.

All works to be done for this project shall be in accordance with SANS 10142 as revised to date.

17.2 Scope

17.2.1 The successful tenderer will support the municipality with data management and will provide a revenue protection, data management and to eliminate the loss of revenue in electrical consumption through pre-paid as a result of meter tampering and or bypassing.

The amount of pre/post-paid meter consumers within the distribution jurisdiction of the municipality are as follows:

Meter Model Name	**Total Active Meters**
CONLOG ELEC (1 PHASE)	10,236
ACTARIS ELEC (1 PHASE)	10,011
MULTICAL 21	4,547
LANDIS & GYR ELEC (1 PHASE)	1,669
CONLOG ELEC (3 PHASE)	59
LANDIS & GYR ELEC (3 PHASE)	17
ACTARIS ELEC (3 PHASE)	11
Total:	**26,550**

17.2.2 It will comprise the provision of data management and revenue protection activities for the entire municipal distribution area. This will include:

a) Data and Revenue protection sample audits;
b) Data and Revenue protection data audits;
c) Data and Revenue protection tamper detection audits;
d) Data and Revenue protection target audits;
e) Data and Revenue protection all-inclusive audits;
f) Data and Revenue protection remedial actions;
g) Data and Revenue protection normalization actions;
i) Data analysis and interrogation;

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j) Maintenance of continuous quality and accuracy updates to existing system data
k) Management of a detailed reference database;
l) GIS Field management console for management of all consumers; and
m) Spatial analysis and Geographical presentations of all audits through GIS techniques.

*__The successful tenderer shall provide its own technical vending operator/s (call centre) to support the audit teams with the generation of all the necessary engineering tokens. The operation and management of system interaction and token exchange must be guided by municipal rules and procedures. The tenderer must equip the vending operator/s and audit teams with the necessary tools to secure direct line of communication between the two parties. All costs pertaining to the vending operator/s and all associated costs will be the responsibility of the tenderer.__

17.2.3 The successful tenderer will be required to perform audit activities in high-risk geographical zones within the municipal area. The tenderer will be responsible for sufficient security measures to ensure the safety of its audit teams.

17.2.4 The tenderer should provide a minimum of 2 (Two) audit teams that will be stationed within the municipal area for the duration of the tender period.

17.3.1 Standard code of conduct for audit teams

a) If unsure about the legality of an instruction, the tenderer shall seek clarity from the Electrical Services Department.
b) Under no circumstances shall the tenderer perform any function that he or she is not authorized to perform. In any case of doubt, the matter shall be referred to the Electrical Services Department. Municipal consumers shall always be addressed in a respectful and courteous manner.
c) The tenderer's audit teams shall not retaliate when subjected to abuse by an irate consumer. In the event of any abuse, this shall be referred to the Electrical Services Department.
d) The tenderer's staff, including skilled, semi-skilled and unskilled staff, shall be appropriately dressed.
e) The audit teams must be fully equipped with all the necessary equipment and personal protective equipment in terms of the Occupational Health and Safety Act.
f) Every audit team member must wear an identification card that must be clearly visible to consumers.
g) The audit team members must be authorised by the municipality to perform low voltage disconnection and reconnection (a copy of such authorisation must be in their possession whilst on duty).
h) Every audit team vehicle must be clearly identifiable as authorised contractors on both front doors.

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17.3.2 Audit liability and risk

The successful tenderer shall be held liable for all authorised inspections conducted by the audit teams on a consumer's premises. The tenderer shall be responsible for the costs incurred in cases of loss or damage to private - and or municipal property if sufficient evidence is submitted to substantiate a consumer's and / or the municipal claim for monetary compensation. The successful tenderer must submit proof of public liability insurance.

The successful tender shall be responsible for the safeguard costs of the audit teams (including additional security measures). It is expected that the tenderer performs consistent audits and remedial actions throughout the entire municipal area (including high risk areas).

17.3.4 Audit team's prerequisites

17.3.4.1 The tenderer must make use of the latest techniques and technologies when performing field audits and capturing of data.

17.3.4.2 To eliminate human errors as far as possible, the successful tenderer is required to utilize Handheld Devices (HHD) with navigational tools and related software for the acquisition and management of field data. The HHD should be an Android device and should be fully compatible to operate the TGIS and Munsoft. The minimum specification for the HHD.

The use of Handheld Device (HHD) to capture field information plus the software to export captured data into an Excel spread sheet are mandatory. The devices to be used to capture data must have features that include on-board data storage. The device must make use of easy menu driven function / option selection and have the ability to update records when returning from the field for accurate record keeping and maintaining data integrity.

17.3.4.3 The tenderer shall provide handheld Devices with navigational tools to the tenderer's audit teams.

17.3.4.4 The tenderer's audit team must consist of at least 2 (two) fully qualified electricians. The tenderer must submit proof that the 2 (two) individuals passed an accredited electrician's trade test.

Standards as set out in the SANS 10142 Wiring Regulations must be followed. Contractor must be registered at ECB and must have a 3-phase wireman's license. Must comply with all SBM Safety regulations and standards.

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17.3.4.5 The tenderer shall provide and install all the necessary devices and software needed to operate data and revenue protection and shall maintain and upgrade the hardware during
the contract period.
Ownership of hardware in the municipal environment will revert to the municipality when the
full once- off payment has been confirmed in reference to pricing schedule or in the event of a contract breach caused by the Tender.

17.3.4.6 The minimum consumer / installation data that must be collected is stipulated in

The following information needs to be captured on the audit spreadsheet.

1. Old seal number;
2. New seal number;
3. Meter number/ Type;
4. Load control number;
5. New seal number;
6. Erf Number;
7. Street Name;
8. Street Number;
9. Town;
10. Type of Meter;
11. Initials and Surname of client;
12. Remaining Credit;
13. Breaker Trip;
14. Key Revision;
15. Set power limit;
16. Tamper States;
17. Connection Box;
18. Condition of the Installation;
19. Audited By;
20. First audit date;
21. Second audit date; and
22. Third audit date.

POPI: The personal data collected during the process will be used for Saldanha Bay Municipality to manage meters audits.

If a meter or Load control unit is tampered with the following procedure needs to be followed:(If the seal has been removed, damaged, bypassed or tampered with)

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Contact SBM Electrical department.

- Seal the breaker with special seal.
- Record all data: Unit number, Meter number, and Seal number (where applicable).
- Take Photos.

17.3.5.7 The tenderer must have proven experience of at least a 10 (ten) year track record for data and revenue protection services in a municipal environment and may be required to practically demonstrate their service solution (see client reference).

17.3.6 Client Reference

Tenderers must submit a detailed reference report of existing and / or previous clients (provide contact names and details of the individuals who should be contacted in this regard).

The tenderer must prepare reference clients. All contacts with reference clients will be arranged through tenderer, but Saldanha Bay Municipality reserves the right to conduct these information-sharing sessions without representatives of the tenderer being present.

17.3.7 Tenderers must be Southern Africa Revenue Protection Association (SARPA) registered.

17.3.8 Consumer awareness campaigns

a) The tenderer will be responsible for the compilation and placement costs of notices and advertisements for local media outlets. All activities pertaining to data management and revenue protection, that collectively affects the municipal consumer base or specific geographical area, must timeously be communicated to consumers via notifications, newspaper and radio.
b) All notices and advertisements will be reviewed and subject to municipal editing.
c) All notices and advertisements will be placed as official municipal communique.
d) All notices to be in triplicate form (one per customer, one per contractor, book to the Municipality).

17.3.9 Technical Specification

a) A full data capturing and GIS mapping audit of all active municipal meters and consumers will be required.
b) The minimum amount of data and inspection fields must be guided by NRS 055 and the municipal service level agreement.
c) The Work Manager application will be utilised on the HHU to conduct audit inspections for predefined geographical areas and consumer types. All field data, including coordinates and photos will be captured and stored by the said solution.

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d) The successful tenderer will generate all scheduled and completed work orders on TGIS. The tenderer will be able to manage reporting and monitor field performance with customisable modules in the solution. The detail of the system processes and tasks to be completed will be defined in an agreement with the municipality.
e) Detailed reports have to be presented, coupled with feedback & monitoring reports on a weekly and monthly basis.

17.3.10 Audit types

17.3.10.1 Extent of work

The tenderer will be required to conduct audit inspections during: Workdays (excluding weekends and public holidays) between 08h00am and 05h00pm – normal time tariff; and

a) Workdays (excluding weekends and public holidays) after 05h00pm – over time tariff (the municipality may include additional tasks as and when required).

The audit types and standard content are as follows:

17.3.10. 2 Normal Audit

a) Conduct house-to-house audits in accordance with a map or a computer printout;
b) Test the meter's tripping mechanism by using tamper pin codes or any other specific test as and when required;
c) Switch on an appliance in the house, in order to check the usage rate;
d) Notify back-up maintenance teams if the tripping test fails;
e) Record all findings (for example tamper, bypass, already cut off, not tripping, faulty, not sealed, cannot be sealed, meter damaged, not on system);
f) Confirm that the anti-tamper seal is in place. If the seal has been tampered with, cover with a protection seal to protect the evidence;
g) Record all the basic consumer and installation data on an audit form;
h) In the event of tampering, give the consumer a written warning not to tamper again;
i) Promote safety awareness;
j) Check all seals and seal unsealed meters;
k) Capturing high-quality photo of installation before and after audit inspection
l) Submit the audit forms to the municipality;
m) Revisit homes where access to the meter in the consumer's absence is not possible;
n) Capture high-quality photo;
o) Mark all meters with color-coded stickers to identify which

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was completed, tampered and or faulty; and

p) Submit a copy of every tamper notice to the municipality every day.

17.3.10.3 Full audit

a) Conduct house-to-house audits in accordance with a map or a computer printout;
b) Design the audit form to fit the specific needs of each area;
c) Design consumer information letters for each type of action;
d) Test the meter's tripping mechanism by using tamper pin codes or any other specific test as and when required;
e) Switch on an appliance in the house, in order to check the usage rate;
f) Open meters that fail the above test;
g) Check for tampering and remove tampering apparatus for safe keeping;
h) Check incoming cable outside of house;
i) Check for possible tamper within the backplate at common base meters;
j) soft / hard disconnect the supply if the meter is found to have been tampered with;
k) Issue disconnection notice;
l) Ensure that the anti-tamper seal is secured with a protection seal; Complete the audit form with the consumer and installation data (for example, ID and telephone numbers, number of persons in the house, type of house, meter usage totals, credit on meter);
m) List all appliances in the house;
n) Record specific findings (for example, tamper, bypass, already cut off, not tripping, faulty, not sealed, cannot be sealed, meter damaged, not on system);
o) Check all seals and seal unsealed meters;
p) If no holes, switch off power in the service distribution box (stubby);
q) Remove meter, drill holes, attach seal and record number; and
r) Switch on power in service distribution box or pole box.
s) If the meter is in tamper mode, contact municipal office for tamper code;
t) Notify back-up maintenance teams to deal with tampers and faulty meters;
u) Normalize each installation for safety reasons, before

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leaving;

v) Hand in forms to the persons who capture the data on the revenue protection data system;
w) Revisit premises where the data is not comprehensive;(at who's cost)

x) Capturing high quality photo of installation before and after audit inspection
y) Leave "not at home" warning letters with a contact telephone number, if nobody answers the door; (On notice 14days or according to Electricity Act and marketing/importance of Tidd Rollover);
z) Revisit these "not at home" consumers until the consumer is found at home;(compile list of "not at home" and hand in at electricity department.) revisit afterhours only on consent of Electricity Department;
aa) Compile a spreadsheet of the work completed and submit it to the municipality;
bb) Submit management reports to the municipality monthly;
cc) Capture coordinates;
dd) Mark all meters with color-coded stickers to identify which was completed, tampered and or faulty;
ii) Submit a copy of every tamper notice to the municipality every day.

17.3.10.4 Zero or low consumption audit

a) Visit only specific houses in accordance with a computer printout or a list;
b) Verify the reason for the zero or low purchasing of electricity;
c) Test the meter's tripping mechanism by using tamper pin codes or any other specific test as and when required;
d) Switch on an appliance in the house, in order to check the usage rate;
e) Check incoming cable outside of house;
f) Check for possible tamper within the backplate at common base meters;
g) Soft / hard disconnect any tampered or bypassed meters;
h) In the event of tampering, hand over a tamper notification;
i) Replace faulty meters;
j) Record consumer and installation data;
k) List all appliances in the house;
l) Record any specific problem encountered during the

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audit;

m) Capturing high quality photo of installation before and after audit inspection;
n) Submit a copy of every tamper notice to the municipality every day;
o) Report information to the municipality once the list is completed;
p) Capture coordinates;
q) Mark all meters with color-coded stickers to identify which was completed, tampered and or faulty.

17.3.11 Reports

17.3.11.1 Daily reports

A list of all tampers, bypasses, faulty meters, unsafe installations and all a list of all disconnection notices issued. This report must be in and Excel or computer printout report and must state the full address, account nr, meter number, old and new seal numbers.

17.3.11.2 Weekly Reports

a) A list of all tampers, bypasses, faulty meters, unsafe installations and a list of all disconnection notices issued. This report must be in and Excel or computer printout report and must state the full address, account nr, meter number, old and new seal numbers.
b) A list of all premises visited.
c) A list of "not at home" first visit with a copy the letter issued.
d) A list of all disconnections.
e) A list of all reconnections.

17.3.11.3 Monthly Reports

a) A list of all tampers, bypasses, faulty meters, unsafe installations and all a list of all disconnection notices issued. This report must be in and Excel or computer printout report and must state the full address, account nr, meter number, old and new seal numbers.
b) A list of all premises visited
c) A list of "not at home" first visit with a copy the letter issued.
d) A list of "not at home" after hour and/or second visits with letters issued.
e) A list of all disconnections.

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f) A list of all reconnections.
g) A map of completed areas.
h) A spreadsheet or computer printout of all data audited and received.
i) A list of all seal numbers used which will include the responsible person who sealed the specific meter.

17.3.12 Seals

The sealing of electrical meters will be performed in accordance with NRS 096 and all procedures will be guided by the municipality's sealing policy and applicable procedures.

The following steps will apply:

a) The tenderer will utilise municipal issued standard seals (bar coded tool-less seals).
b) The colour coding of the seals will be specified by the municipality.
c) Seals shall not be issued to any person or persons other than those who have been authorized in writing.
d) Only authorized personnel will be issued with a controlled reasonable number of seals and
they shall be held responsible for that specific number of seals, by signing for them in a register.
e) The details of the seals and sealing tools issued shall be recorded in a central data registry - details of the seals include the type, colour, markings and the numbers issued.
f) A minimum of two seals must be installed per electrical meter.
g) On completion of the audit inspections / tasks the code numbers of the seals used, shall be recorded on the handheld computer against relevant work

The successful tenderer will be responsible for the full cost of the municipal standard seal stock that is utilised during the above audits (see clause 17.3.10)

17.3.13 Remedial action (disconnections of electrical supply)

The tenderer will be required to perform low voltage disconnections of electrical supply in the following cases (without any prior notification):

a) On direct instruction from the municipality;
b) Where illegal electrical connections / wiring was identified;
c) Where tampered meters / installations were identified; and
d) Where gross unsafe installations were identified (in transgression of SANS 10142).

17.3.14 The successful tenderer shall be stationed at a satellite office within the town of Vredenburg to perform specific revenue protection - and data management activities for the duration of the tender period. The tenderer

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shall locate the office space not further than 180 (one hundred and eighty) km from Vredenburg main municipal office. The tenderer will be responsible for all cost pertaining to the satellite office.

17.3.15 Measurement

17.3.15.1 Method of Measurement

Except where otherwise specified in the project specifications or in the preamble to the schedule, all items in the schedule shall be measured and shall cover the operation as specified.

17.3.15.2 Tender Sum

The sum tendered in the bill of quantities shall cover the Tenderer's direct and overhead cost and profit and all other costs of complying with the obligations, liabilities, risks and requirements associated with such item.

17.3.15.3 Method of Measurement, All Sections of the Schedule

Except where otherwise specified in schedule 17 of a standardized specification or in the project specification or in the preamble to the schedule, all items in the schedule shall be measured and shall cover the service and operations.

17.3.15.4 Preliminary and General Item or Section

Contents:

a) A preliminary and general item or section of the schedule of quantities **(pricing schedule)** is provided to cover the Tenderer's charges for compliance with the requirements of the conditions of contract and with this specification, as well as his charges for the installation, commissioning, provision, audits and services are specified.

b) Provision will be made in the schedule for lump sums to cover the cost for the Tenderer to the install, commission, supply, execute audits and services and eventually dismantling and remove specifically identified plant, tools and equipment and of complying with any other obligations of a preliminary and general nature in terms of the contract. Wherever practicable, separate

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preliminary and general items will be scheduled to cover the Tender's time-related costs and his fixed costs.

c) The "duration of service" applicable to a time-related item shall be a period that commences on the date on which the scheduled activity starts (scope of work), date of completion of such activity or the date of the substantial completion, as applicable.

d) The same section of the schedule may include items to cover prime cost items, provisional sums, normal hour works and after hour works.

17.3.15.5 Tendered Sum

The sum tendered in the schedule for any preliminary and general item shall cover:

a) The Tenderer's direct and overhead costs, profit and all other costs for the provision of the item, or
b) The costs of complying with the obligations, liabilities, risks and requirements associated with such items, or
c) The costs referred to in both (a) and (b) above.

17.3.15.6 Tenderer to price all items.

The Tenderer shall price all the items listed in the fixed and variable costs sections of the schedule. These items and prices will form the basis of the schedule. In the absence of a price against any item, no claim for additional costs or charges for provision of any of the duties, services, facilities or obligations required in respect of that item will be considered.

17.3.16 Payment

17.3.16.1 Terms of Payment
The terms of payment shall conform to the relevant clauses of the applicable conditions of contract.

17.3.16.2 Variable Cost Items
Payment for variable cost items will be affected only after the amount of variable items for services rendered have been verified by the Electrical Services

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Department. Payment for
the relevant variable cost item has been made: Subject to the provisions of 17.3.16.3,
payment of variable amounts (calculated by the division of the remainder of the tendered
sum by the number of months required to complete the service / activities for which the
relevant sum was tendered) will be authorized in each of the deliverable confirmation
progress until the sum tendered has been paid.

17.3.16.3 Adjustment of Payment for Variable Cost Items

Should the Tender fail to continue to provide all or part of the services or to meet all
of part of the obligations and liabilities required of it in a particular period in respect
of any variable cost item, payment of all or part of the relevant incremental amount
for that item may be withheld until the required service has been provided or
obligation or liability has been discharged.

Should the Tenderer fail entirely to provide all or part of the continuing services or
to meet all or part of the continuing obligation and liabilities required of it in respect
of a variable cost item, the amount or part of the amount for the item will be omitted
and the total amount of the contract reduced accordingly.

17.3.16.4 Operation and Maintenance of Facilities for duration of services, except where otherwise stated

The sums for the items listed in the schedule of quantities shall cover the Tender's
costs for the periods stated for site rentals, repairs to and depreciation of buildings,
furniture, tools and equipment, the storage and distribution of fuels and lubricants,
electricity, communications, access and sanitation, and the wages of staff
operations and maintaining these facilities in accordance with the contract.

17.3.16.5 Supervision for Duration of Contract

The Variable Costs shall cover the costs of on-site supervision and such local

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administration as the Tenderer considers necessary for the proper execution and completion of the works, and shall cover the cost of the salaries, wages and allowances paid to all administrative and technical personnel on the site and of transport incurred in connection with such staff.

17.3.16.6 Normal Audits: Successfully Completed……..Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Normal Audit as described in clause 17.3.10.2 for the duration of the tender period. A reference amount of 800 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16.7 Normal Audits: No Access …….... Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a Normal Audit (specifically where no access was obtained to the electrical installation) as described in clause 17.3.10. 2 for the duration of the tender period. A reference amount of 200 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16.8 Normal Audits: Successfully Completed – AFTER HOURS ……. Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Normal Audit during after-hours as described in clause 17.3.10. 2 for the duration of the tender period. A reference amount of 300 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16.9 Normal Audits: No Access – AFTER HOURS ……..Unit: Sum

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The sum shall cover all summative monthly costs pertaining to the planning and execution of a Normal Audit during after-hours (specifically where no access was obtained to the electrical installation) as described in clause 17.3.10. 2 for the duration of the tender period. A reference amount of 150 audits per month must be applied to calculate cost.
The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16.10 Full Audits: Successfully Completed …….… Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Full Audit as described in clause 17.3.10.3 for the duration of the tender period. A reference amount of 500 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16.11 Full Audits: No Access……..Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a Full Audit (specifically where no access was obtained to the electrical installation) as described in clause 17.3.10.3 for the duration of the tender period. A reference amount of 100 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16.12 Full Audits: Successfully Completed – AFTER HOURS. Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Full Audit during after-hours as described in clause 17.3.10.3 for the duration of the tender period. A reference amount of 100 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore ensure that adequate provision has been allowed for.

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17.3.16.13 Full Audits: No Access – AFTER HOURS……..Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a Full Audit during after-hours (specifically where no access was obtained to the electrical installation) as described in clause 17.3.10.3 for the duration of the tender period. A reference amount of 50 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16.14 Low Consumption Audits: Successfully Completed..Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Low Consumption Audit as described in clause 17.3.10.4 for the duration of the tender period. A reference amount of 800 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16.15 Low Consumption Audits: No Access ……...Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a Low Consumption Audit (Specifically, where no access was obtained to the electrical installation) as described in clause 17.3.10.4 for the duration of the tender period. A reference amount of 200 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16.16 Low Consumption Audits: Successfully Completed – AFTER HOURS…Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a successfully completed Low Consumption Audit during after-hours as described in clause 17.3.10.4 for the duration of the tender period. A reference amount of 200 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect, and

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Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16.17 Low Consumption Audits: No Access – AFTER HOURS..Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of a Low Consumption Audit during after-hours (specifically where no access was obtained to the electrical installation) as described in clause 17.3.10.4 for the duration of the tender period. A reference amount of 30 audits per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16.18 Electrical Supply Disconnection Fee……..Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of an electrical supply disconnection as described in clause 17.3.13 for the duration of the tender period. A reference amount of 150 disconnections per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore, ensure that adequate provision has been allowed for.

17.3.16.19 Electrical Supply Disconnection Fee – AFTER HOURS Unit: Sum

The sum shall cover all summative monthly costs pertaining to the planning and execution of an electrical supply disconnection during after-hours as described in clause 17.3.13for the duration of the tender period. A reference amount of 50 disconnections per month must be applied to calculate cost. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore, ensure that adequate provision has been allowed for.

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17.3.16.20 Support Service: Data Management and Revenue Protection……..……Unit: Sum

The sum shall cover all summative monthly costs pertaining to operational and technical support for data management and revenue protection from the regional and satellite office for the duration of the tender period. The rate shall include all overhead costs with associated risks and liabilities for the duration of the contract. No other sum shall be paid in this respect and Tenderer must therefore ensure that adequate provision has been allowed for.

17.3.16 Performance Measurement

17.3.16.1 Audits The successful tenderer is required to meet a minimum threshold of 95% for each of the following audit types as listed below:

Normal Audits: Successfully Completed
Normal Audits: Successfully Completed – AFTER HOURS
Full Audits: Successfully Completed
Full Audits: Successfully Completed – AFTER HOURS
Low Consumption Audits: Successfully Completed
Low Consumption Audits: Successfully Completed – AFTER HOURS

The municipality reserves the right to only pay for the actual installations audited. Furthermore, failure to reach the target of minimum 95 percent audit rate in three conservative months will result in a penalty of 5 percent from the monthly invoice.

17.3.17 Penalties

The penalties mentioned under Performance Measurement above, shall be applicable, should the successful bidder fail to adhere to the conditions of contract and shall be deducted from the invoice monthly. In cases where more than one deviation is confirmed, the summative percentages will be calculated and deducted from the monthly invoice cost. The municipality also reserves the right to impose the default terms according to the General Conditions of Contract, which may inter alia lead to cancellation of the contract.

18. Small-Scale Embedded Generation (SSEG)

18.1 The vending system must have a utilities account (wallet) that allows end Consumers to manage their electricity spent.
18.2 The system must be able to apply time-of-use (TOU) and SSEG tariffs as published by NERSA.
18.3 The TOU calendar and periods must be configured and maintained on the system.

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18.4 The SSEG tariff must be able to cap the rebates to the amount of electricity consumed by the consumer.
18.5 The system must allow for the collection of fixed charges.
18.6 It must be possible to configure the tariffs on the system to calculate and bill the electricity consumption of a given schedule.
18.7 All consumption billed must be deducted from the customer's wallet.
18.8 The system must be able to automatically disconnect the electricity supply of a consumer if the credit available on the wallet is depleted.
18.9 The system must provide the consumer with various vending channels to top up the wallet.
18.10 When the wallet has available credit, the system must reconnect the electricity supply automatically.
18.11 The system must provide system administrators with a view to display all Energy values provided by the meter.

19. Energy Demand-Side Management (SSEG, LV Minisub & Consumer DSM)

Objective: Provide the Employer with tools and controls to actively manage electrical demand, with visibility of SSEG impacts and LV network loading. DR functionality must be initiated and actioned directly from within the Smart Vending System.

19.1 Monitoring & Data Collection
19.1.1 Monitor and record:
- Interval consumption from smart meters (1–60 minutes).
- Load profiles at LV substations and key feeders.
- SSEG generation and export, including net energy per customer.
- Power quality attributes where supported (voltage, power factor, sags/swells).

19.2 Analysis & Visualisation
19.2.1 Provide dashboards and reports showing:
- Peak and off-peak demand by feeder, area and segment.
- SSEG penetration, export profiles and reverse flow incidence.
- Consumer usage patterns that contribute to peak loads.

19.3 Demand Response & Load Control
19.3.1 Provide operator tools to:
- Reduce supply current to selected groups of meters where the metering technology supports this.
- Control auxiliary loads (e.g. geysers, pool pumps) via controllable devices associated with meters, where available.

19.3.2 Support:
- Triggering of DR actions based on grid state or pre-defined schedules.
- Phased restoration and configurable cool-down periods.

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20. Automated Meter Reading (AMR) – Smart Electricity

20.1 AMR System Overview

The Bidder shall provide a fully integrated **Automated Meter Reading (AMR) system** supporting both **smart electricity metering**, tightly integrated with the Smart Revenue Management and Vending System.

The solution must:

- Operate as part of a **single integrated platform**, not a standalone subsystem
- Support **real-time and near real-time data acquisition**
- Enable **revenue assurance, operational efficiency, and demand-side optimisation**
- Be scalable toward **Advanced Metering Infrastructure (AMI)** without requiring system replacement

The Bidder must submit:

- Full system architecture (head-end, MDM, integration layers)
- Communication topology (P2P, P2M, hybrid)
- Compliance schedule indicating deviations

20.2 Communication and Multi-Vendor Interoperability

20.2.1 Multi-Vendor Support

The system must support multi-vendor interoperability across electricity meters, including:

- DLMS/COSEM, OMS, M-Bus and other recognised standards
- Device abstraction to prevent vendor lock-in

20.2.2 Data Handling and Availability

- The system must enable the collection and storage of meter readings for both electricity.
- The system must provide the capability to retrieve historical and current meter data for operational and reporting purposes.
- The system must include basic mechanisms to identify missing or irregular readings.
- The solution must support standard methods for making data available to external systems, including but not limited to APIs or structured data exports.
- Data retention periods must be configurable in accordance with municipal requirements

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20.2.3 Communication Media

The system shall support communication over:

- GPRS/3G/4G/5G
- NB-IoT / LTE-M
- RF (licensed and unlicensed)
- PLC (LV and MV)
- SigFox or equivalent LPWAN
- Fibre / Ethernet / IP-based networks

20.2.4 Communication Architecture

- Point-to-Point (P2P – direct meter communication)
- Point-to-Multipoint (P2M – concentrator-based)
- Hybrid architecture must be supported

20.2.5 Device Register

- Full list of supported meter types must be submitted

20.3 Electricity AMR Functional Requirements

20.3.1 Billing Registers

The system shall support automated retrieval of:

- Active energy (Import & Export)
- Reactive energy (Import & Export)
- Apparent power / Maximum Demand
- Time-of-Use (TOU) registers

Frequency must be configurable per tariff and billing requirements.

20.3.2 Load Profile Data

The system must support:

- Interval data: 1, 5, 10, 15, 30, 60 minutes
- 4 Quadrant measurement (kWh, kvarh, kVAh)
- Voltage (per phase)
- Current (per phase)
- Power factor
- Frequency (where supported

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20.3.3 Instantaneous Data

- Real-time meter interrogation
- On-demand reads
- Live system visualisation dashboards
- Phasor or equivalent graphical representation

20.3.4 Events and Alarms

The system must capture and manage:

- Continuous flow (leaks)
- High flow (bursts)
- Dry conditions
- Reverse flow

Alerts must be configurable and pushed to:

- System operators
- Consumers (optional)

20.3.5 Performance Monitoring

- Daily read success rate (%) – where applicable
- Online vs offline device reporting
- Communication health dashboards

20.3.6 Consumer Interface

- Mobile and Web access
- Display:
    - Daily and hourly consumption
    - Historical usage
    - Total usage (kL)
- Provide:
    - Leak/burst alerts
    - Usage targets and thresholds

20.4 Data Management and Integration

20.4.1 Data Management Platform

The system must include or integrate with:

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- Meter Data Management (MDM) capability
- Data aggregation and storage

20.4.2 Integration Requirements

The AMR system must integrate with:

- Financial/billing system (mSCOA compliant)
- Vending and wallet system
- GIS platform
- Customer portal

20.4.3 Data Availability

- Real-time / near real-time access
- Historical data retention minimum 5 years
- API-based access for external systems

20.5 Security and Compliance

- ISO 27001 aligned security controls
- End-to-end encryption of meter data
- Role-based access control
- Full audit logs of all system interactions

20.6 User Roles and Access Control

- Dynamic role-based access
- Segregation of duties (operator, admin, auditor)
- Configurable permissions

20.7 Reporting and Analytics

The system must provide:

- Operational dashboards
- Revenue assurance reports
- Consumption analytics
- Exception reporting (zero usage, anomalies)

21. **SERVICE LEVEL AGREEMENT**

Bidders must submit a draft service level agreement which must clearly illustrate the bidder's capability against the required specifications and desired outcomes. The criteria listed in Pre- Qualification Criteria, list the minimum criteria for responsiveness in terms of these criteria.

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22. **PRICING**

22.1. Pricing must include for all categories and items of expenditure and bidders must include it on the Pricing Schedule included for this purpose.

22.2. Additional information may be submitted separately.

22.3. The bid price will remain valid for a period of **90 days with a relevant automatic extension.**

22.4. The bid prices must be **exclusive** of Value-added-Tax.

22.5. Monthly charges must remain fixed for the duration of the contract.

22.6 The prices quoted must include all disbursements and all related costs of rendering the services required as indicated in the scope of work.

22.7 If any service will be provided at no charge, in such an instance the price should be indicated on the prescribed pricing schedule as R0. If a R0 is not included, the bid will be found non-responsive due to incomplete pricing schedule.

23. **COMMENCEMENT DATE**

The successful bidder must be able to commence with the project within **21 days** of signing the contract.

SECTION 4.6

ANNEXURE A

SAMPLE OF A PREPAID VENDOR TOKEN

SALDANHA MUNICIPALITY
Token Number :**XXXXXX**
VAT Invoice : POS ID/Meter Number/ **XXXXXX**
VAT Reg No: **XXXXXXX**
Operator: **XXXXXXXX**
Name: **SOAP J**.
Meter:**XXXXXXXXXX**
Account Number:
Address:
SGC: 000000 KRN: **X**TI :**XX**
DOMESTIC **XXXX** CONSUMPTION
Date: **DD/MM/YYYY**
Time: **HH:MM:SS**
Cost of Electricity per unit excl. VAT XXXXX
Daily Service Charge exc l. VAT XXXXX
No. of units purchased XXXXX units
No. of days since the last purchase XXXXX days
Cost of electricity excl. VAT XXXXX
Daily Service Charge exc l. VAT XXXXX
Sub-Total XXXXX
VAT XXXXX
Total **XXXXX**
Arrears Recovered XXXXX
Grand Total XXXXX

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Less Rounding XXXXX
Amount to pay XXXXX
Amount Tendered XXXXX
Change XXXXX
Units: XXXXX units @ XX.XXc
XXXXX units @ XX.XXc
XXXXX units @ XX.XXc
Total XXXXX units
250 CHARACTER MESSAGE

TOKEN NUMBE R: XXXX XXXX XXXX XXXX XXXX

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16. PRICE SCHEDULE

PRICING AND DELIVERY SCHEDULE

(Each page of the pricing schedule must be signed)

Please note that Tender will be evaluated on the total price over the 5-year period. The indicated quantities in the pricing schedule will be used only for evaluation purposes. The rates will be used for actual payment. All line items in the Pricing and Delivery schedule should be completed in full to be found responsive. Failure to do so will lead to automatic disqualification. Items left blank are deemed non-responsive.

1. All pricing must be exclusive of VAT.
2. Bidders must clearly indicate all assumptions underlying pricing.
3. Smart Services (AMR, SSEG, DR) will be evaluated as optional/value-added components and will not form part of the fixed transactional commission.
4. The Municipality reserves the right to appoint all or selected components based on affordability and demonstrated value.

1. ONCE OFF: SYSTEM SETUP AND IMPLEMENTATION AND TRAINING COST

Items	Description of equipment / service	Quantity	Price
1.1 System set-up (Includes all equipment that is needed for the Vending system which includes 25 PC's with UPS and Operating systems, 3 Laptops and 27 token printers.)		1	
1.2 AMR System Setup and Configuration (Electricity)		1	
1.3 SSEG Enablement and Configuration		1	
1.4 Demand Response System Enablement		1	
1.5 Training Cost System Users		40 users	
1.6 Training Cost System Administrators		10 users	
1.7 Smart Training on AMR and SSEG system		8 users	
Total (excluding VAT)			

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2. OPERATIONAL COSTS

Items	Unit Rate for service Year 1	Quantity per month	Price per month for Year 1 (Rate x Quantity)	Price for Year 1 (excl. VAT) (Price per month x 12)
2.1 Operational Cost (payable monthly)		1		
2.2 Hosting Transaction fee (payable monthly)		26 037		
2.3. Monthly management reports and Ad hoc system Reports (payable monthly)		1		
2.4 Software Licenses (payable monthly)		1		
2.5 Service Level Agreement including all Support Costs (payable monthly)		1		
2.6 Back -up Vending Disaster Management (payable monthly)		1		
2.7 Cost for all network links including main link to municipal network and links to all vendors as well as cost of data Sim's for Laptops provided under Above (payable monthly)		1		
2.8 AMR System Operation, Data Availability and Billing Determinants (payable monthly) (per meter per month)		1		
2.9 SSEG Monitoring and Reporting (payable monthly) (per meter per month)		1		
2.10 Demand Response / DSM Monitoring and Reporting (payable monthly) (per meter per month)		1		
2.11 Follow-up / Refresher Training		Per user		
YEAR 1 (EXCLUDING VAT)			**TOTAL PRICE**	

Initial_____

Items	Rate for service Year 2	Quantity per month	Price per month for Year 2 (Rate x Quantity)	Price for Year 2 (excl. VAT) (Price per month x 12)
2.1 Operational Cost (payable monthly)		1		
2.2 Hosting Transaction fee (payable monthly)		26 037		
2.3. Monthly management reports and Ad hoc system Reports (payable monthly)		1		
2.4 Software Licenses (payable monthly)		1		
2.5 Service Level Agreement including all Support Costs (payable monthly)		1		
2.6 Back -up Vending Disaster Management (payable monthly)		1		
2.7 Cost for all network links including main link to municipal network and links to all vendors as well as cost of data Sim's for Laptops provided under Above (payable monthly)		1		
2.8 AMR System Operation, Data Availability and Billing Determinants (payable monthly) (per meter per month)		1		
2.9 SSEG Monitoring and Reporting (payable monthly) (per meter per month)		1		
2.10 Demand Response / DSM Monitoring and Reporting (payable monthly) (per meter per month)		1		
2.11 Follow-up / Refresher Training		Per user		
PRICE YEAR 2 (EXCLUDING VAT)			**TOTAL**	

Initial_____

Items	Rate for service Year 3	Quantity per month	Price per month for Year 3 (Rate x Quantity)	Price for Year 3 (excl. VAT) (Price per month x 12)
2.1 Operational Cost (payable monthly)		1		
2.2 Hosting Transaction fee (payable monthly)		26 037		
2.3. Monthly management reports and Ad hoc system Reports (payable monthly)		1		
2.4 Software Licenses (payable monthly)		1		
2.5 Service Level Agreement including all Support Costs (payable monthly)		1		
2.6 Back -up Vending Disaster Management (payable monthly)		1		
2.7 Cost for all network links including main link to municipal network and links to all vendors as well as cost of data Sim's for Laptops provided under Above (payable monthly)		1		
2.8 AMR System Operation, Data Availability and Billing Determinants (payable monthly) (per meter per month)		1		
2.9 SSEG Monitoring and Reporting (payable monthly) (per meter per month)		1		
2.10 Demand Response / DSM Monitoring and Reporting (payable monthly) (per meter per month)		1		
2.11 Follow-up / Refresher Training		Per user		
PRICE YEAR 3 (EXCLUDING VAT)			**TOTAL**	

Initial_____

Items	Rate for service Year 4	Quantity per month	Price per month for Year 4 (Rate x Quantity)	Price for Year 4 (excl. VAT) (Pric per month x 12)
2.1 Operational Cost (payable monthly)		1		
2.2 Hosting Transaction fee (payable monthly)		26 037		
2.3. Monthly management reports and Ad hoc system Reports (payable monthly)		1		
2.4 Software Licenses (payable monthly)		1		
2.5 Service Level Agreement including all Support Costs (payable monthly)		1		
2.6 Back -up Vending Disaster Management (payable monthly)		1		
2.7 Cost for all network links including main link to municipal network and links to all vendors as well as cost of data Sim's for Laptops provided under Above (payable monthly)		1		
2.8 AMR System Operation, Data Availability and Billing Determinants (payable monthly) (per meter per month)		1		
2.9 SSEG Monitoring and Reporting (payable monthly) (per meter per month)		1		
2.10 Demand Response / DSM Monitoring and Reporting (payable monthly) (per meter per month)		1		
2.11 Follow-up / Refresher Training		Per user		
PRICE YEAR 4 (EXCLUDING VAT)			**TOTAL**	

Initial_____

Items	Rate for service Year 5	Quantity per month	Price per month for Year 5 (Rate x Quantity)	Price for Year 5 (excl. VAT) (Price per month x 12)
2.1 Operational Cost (payable monthly)		1		
2.2 Hosting Transaction fee (payable monthly)		26 037		
2.3. Monthly management reports and Ad hoc system Reports (payable monthly)		1		
2.4 Software Licenses (payable monthly)		1		
2.5 Service Level Agreement including all Support Costs (payable monthly)		1		
2.6 Back -up Vending Disaster Management (payable monthly)		1		
2.7 Cost for all network links including main link to municipal network and links to all vendors as well as cost of data Sim's for Laptops provided under Above (payable monthly)		1		
2.8 AMR System Operation, Data Availability and Billing Determinants (payable monthly) (per meter per month)		1		
2.9 SSEG Monitoring and Reporting (payable monthly) (per meter per month)		1		
2.10 Demand Response / DSM Monitoring and Reporting (payable monthly) (per meter per month)		1		
2.11 Follow-up / Refresher Training		Per user		
PRICE YEAR 5 (EXCLUDING VAT)			**TOTAL**	

Initial_____

PRICE SUMMARY OF OPERATIONAL COSTS

Items	Cost for Year 1 (excl. VAT)	Cost for Year 2 (excl. VAT)	Cost for Year 3 (excl. VAT)	Cost for Year 4 (excl. VAT)	Cost for Year 5 (excl. VAT)
TOTAL OPERATIONAL COST PER YEAR (EXCLUDING VAT)					
TOTAL OPERATIONAL COST 1 + 2 + 3 + 4 + 5 (EXCLUDING VAT)					

TRANSACTION FEE
IMPORTANT NOTICE TO BIDDERS

The Municipality has determined the transaction-based service fees below as fixed rates applicable to all bidders.

The purpose of fixing these rates is to:

- Ensure sustainable service delivery throughout the contract period;
- Prevent service degradation resulting from unsustainable under-pricing;
- Ensure consistent service levels across all vending, banking, debt collection and revenue protection activities;
- Enable evaluation to focus on functionality, technical capability, capacity and operational delivery.

Bidders shall adhere to the fixed percentages below.

Rates higher or lower than the fixed percentages prescribed shall not be accepted and shall render the bid non-responsive.

The Transaction fee be 1.89% fixed for 1st year the percentages can be increase from year 2 if bidder want keep transaction fees the same for the 5 year they indicated on price schedule.

Initial_____

Items	Rate for service Year 1	Quantity per month	Price per month for Year 1 (Rate x Quantity)	Price for Year 1 (excl. VAT) (Price per month x 12)
3.1 Transaction Fee 3rd Party Vendors (percentage of revenue fee)	**1.89% (fixed)**	R 17 Million / month		
3.2 Vending of Engineering Tokens		400 /month		
3.3 Free Basic Electricity Transaction Fee		7723 tokens		
			TOTAL PRICE YEAR 1 (EXCLUDING VAT)	

Items	Rate for service Year 2	Quantity per month	Cost per month for Year 2 (Rate x Quantity)	Cost for Year 2 (excl. VAT) (Cost per month x 12)
3.1 Transaction Fee 3rd Party Vendors (percentage of revenue fee)		R 17 Million / month		
3.2 Vending of Engineering Tokens		400 /month		
3.3 Free Basic Electricity Transaction Fee		7723 tokens		
			TOTAL PRICE YEAR 2 (EXCLUDING VAT)	

Items	Rate for service Year 3	Quantity per month	Cost per month for Year 3 (Rate x Quantity)	Cost for Year 3 (excl. VAT) (Cost per month x 12)
3.1 Transaction Fee 3rd Party Vendors (percentage of revenue fee)		R 17 Million / month		
3.2 Vending of Engineering Tokens		400 /month		
3.3 Free Basic Electricity Transaction Fee		7723 tokens		
			TOTAL PRICE YEAR 3 (EXCLUDING VAT)	

Initial_____

Items	Rate for service Year 4	Quantity per month	Cost per month for Year 4 (Rate x Quantity)	Cost for Year 4 (excl. VAT) (Cost per month x 12)
3.1 Transaction Fee 3rd Party Vendors (percentage of revenue fee)		R 17 Million / month		
3.2 Vending of Engineering Tokens		400 /month		
3.3 Free Basic Electricity Transaction Fee		7723 tokens		
			TOTAL COST YEAR 4 (EXCLUDING VAT)	

Items	Rate for service Year 5	Quantity per month	Cost per month for Year 5 (Rate x Quantity)	Cost for Year 5 (excl. VAT) (Cost per month x 12)
3.1 Transaction Fee 3rd Party Vendors (percentage of revenue fee)		R 17 Million / month		
3.2 Vending of Engineering Tokens		400 /month		
3.3 Free Basic Electricity Transaction Fee		7723 tokens		
			TOTAL PRICE YEAR 5 (EXCLUDING VAT)	

PRICE SUMMARY OF TRANSACTION FEE

Items	Cost for Year 1 (excl. VAT)	Cost for Year 2 (excl. VAT)	Cost for Year 3 (excl. VAT)	Cost for Year 4 (excl. VAT)	Cost for Year 5 (excl. VAT)
TOTAL COST PER YEAR (EXCLUDING VAT)					

TOTAL TRANSACTION PRICE 1 + 2 + 3 + 4 + 5 (EXCLUDING VAT)	

Initial_____

4. VARIABLE COST: BANK COSTS

Items	Rate for service Year 1	Quantity per month	Price per month for Year 1 (Rate x Quantity)	Price for Year 1 (excl. VAT) (Price per month x 12)
4.1 Banking Fees (Cash)		R 16 Million		
4.2 Credit Card / Debit Card/ EFT		R1.8 Million		
			TOTAL PRICE YEAR 1 (EXCLUDING VAT)	

Items	Rate for service Year 2	Quantity per month	Price per month for Year 2 (Rate x Quantity)	Price for Year 2 (excl. VAT) (Price per month x 12)
4.1 Banking Fees (Cash)		R 16.5 Million		
4.2 Credit Card / Debit Card/ EFT		R1.8 Million		
			TOTAL PRICE YEAR 2 (EXCLUDING VAT)	

Items	Rate for service Year 3	Quantity per month	Price per month for Year 3 (Rate x Quantity)	Price for Year 3 (excl. VAT) (Price per month x 12)
4.1 Banking Fees (Cash)		R 17 Million		
4.2 Credit Card / Debit Card/ EFT		R1.8 Million		
			TOTAL PRICE YEAR 3 (EXCLUDING VAT)	

Items	Rate for service Year 4	Quantity per month	Price per month for Year 4 (Rate x Quantity)	Price for Year 4 (excl. VAT) (Price per month x 12)
4.1 Banking Fees (Cash)		R 17.5 Million		
4.2 Credit Card / Debit Card/ EFT		R1.8 Million		
			TOTAL PRICE YEAR 4 (EXCLUDING VAT)	

Initial_____

Items	Rate for service Year 5	Quantity per month	Price per month for Year 5 (Rate x Quantity)	Price for Year 5 (excl. VAT) (Price per month x 12)
4.1 Banking Fees (Cash)		R 18 Million		
4.2 Credit Card / Debit Card/ EFT		R1.8 Million		
TOTAL PRICE YEAR 5 (EXCLUDING VAT)				

PRICE SUMMARY OF VARIABLE PRICE: BANK PRICE

Items	Cost for Year 1 (excl. VAT)	Cost for Year 2 (excl. VAT)	Cost for Year 3 (excl. VAT)	Cost for Year 4 (excl. VAT)	Cost for Year 5 (excl. VAT)
TOTAL COST PER YEAR (EXCLUDING VAT)					
TOTAL VARIABLE PRICE1 + 2 + 3 + 4 + 5 (EXCLUDING VAT)					

Initial_____

5. DATA MANAGEMENT AND REVENUE PROTECTION

Items	Rate for service Year 1	Quantity per month	Price per month for Year 1 (Rate x Quantity)	Price for Year 1 (excl. VAT) (Price per month x 12)
5.1 Normal Audit S**uccessfully completed**		300		
5.2 Normal Audit – **No Access**		200		
5.3. Normal Audit **Successfully completed After Hours**		100		
5.4 Normal Audit **No Access After Hours**		50		
5.5 Full Audit **Successfully completed**		300		
5.6 Full Audit **No Access**		200		
5.7 Full Audit **Successfully completed After Hours**		100		
5.8 Full Audit **No Access After Hours**		200		
5.9 Low Consumption Audit **Successfully completed**		300		
5.10 Low Consumption Audit **No Access**		150		
5.11 Low Consumption Audit **Successfully completed After Hours**		100		
5.12 Low Consumption Audit **No Access – After Hours**		30		
5.13 Electricity supply disconnection		150		
5.14 Electricity supply disconnection – **After Hours**		50		
5.15 Satellite Office Support		1		
5.16 AMR Device Maintenance and Support Field Services (SSEG, Smart Meters, DMS)		200		
			TOTAL PRICE YEAR 1 (EXCLUDING VAT)	

Initial_____

Items	Rate for service Year 2	Quantity per month	Price per month for Year 2 (Rate x Quantity)	Price for Year 2 (excl. VAT) (Price per month x 12)
5.1 Normal Audit S**uccessfully completed**		300		
5.2 Normal Audit – **No Access**		200		
5.3. Normal Audit **Successfully completed After Hours**		100		
5.4 Normal Audit **No Access After Hours**		50		
5.5 Full Audit **Successfully completed**		300		
5.6 Full Audit **No Access**		200		
5.7 Full Audit **Successfully completed After Hours**		100		
5.8 Full Audit **No Access After Hours**		200		
5.9 Low Consumption Audit **Successfully completed**		300		
5.10 Low Consumption Audit **No Access**		150		
5.11 Low Consumption Audit **Successfully completed After Hours**		100		
5.12 Low Consumption Audit **No Access – After Hours**		30		
5.13 Electricity supply disconnection		150		
5.14 Electricity supply disconnection – **After Hours**		50		
5.15 Satellite Office Support		1		
5.16 AMR Device Maintenance and Support Field Services(SSEG, Smart Meters, DMS)		200		
			TOTAL PRICE YEAR 2 (EXCLUDING VAT)	

Initial_____

Items	Rate for service Year 3	Quantity per month	Price per month for Year 3 (Rate x Quantity)	Price for Year 3 (excl. VAT) (Price per month x 12)
5.1 Normal Audit S**uccessfully completed**		300		
5.2 Normal Audit – **No Access**		200		
5.3. Normal Audit **Successfully completed After Hours**		100		
5.4 Normal Audit **No Access After Hours**		50		
5.5 Full Audit **Successfully completed**		300		
5.6 Full Audit **No Access**		200		
5.7 Full Audit **Successfully completed After Hours**		100		
5.8 Full Audit **No Access After Hours**		200		
5.9 Low Consumption Audit **Successfully completed**		300		
5.10 Low Consumption Audit **No Access**		150		
5.11 Low Consumption Audit **Successfully completed After Hours**		100		
5.12 Low Consumption Audit **No Access – After Hours**		30		
5.13 Electricity supply disconnection		150		
5.14 Electricity supply disconnection – **After Hours**		50		
5.15 Satellite Office Support		1		
5.16 AMR Device Maintenance and Support Field Services(SSEG, Smart Meters, DMS)		200		
			TOTAL PRICE YEAR 3 (EXCLUDING VAT)	

Initial_____

Items	Rate for service Year 4	Quantity per month	Price per month for Year 4 (Rate x Quantity)	Price for Year 4 (excl. VAT) (Price per month x 12)
5.1 Normal Audit S**uccessfully completed**		300		
5.2 Normal Audit – **No Access**		200		
5.3. Normal Audit **Successfully completed After Hours**		100		
5.4 Normal Audit **No Access After Hours**		50		
5.5 Full Audit **Successfully completed**		300		
5.6 Full Audit **No Access**		200		
5.7 Full Audit **Successfully completed After Hours**		100		
5.8 Full Audit **No Access After Hours**		200		
5.9 Low Consumption Audit **Successfully completed**		300		
5.10 Low Consumption Audit **No Access**		150		
5.11 Low Consumption Audit **Successfully completed After Hours**		100		
5.12 Low Consumption Audit **No Access – After Hours**		30		
5.13 Electricity supply disconnection		150		
5.14 Electricity supply disconnection – **After Hours**		50		
5.15 Satellite Office Support		1		
5.16 AMR Device Maintenance and Support Field Services(SSEG, Smart Meters, DMS)		200		
			TOTAL PRICE YEAR 4 (EXCLUDING VAT)	

Initial_____

Items	Rate for service Year 5	Quantity per month	Price per month for Year 5 (Rate x Quantity)	Price for Year 5 (excl. VAT) (Price per month x 12)
5.1 Normal Audit S**uccessfully completed**		300		
5.2 Normal Audit – **No Access**		200		
5.3. Normal Audit **Successfully completed After Hours**		100		
5.4 Normal Audit **No Access After Hours**		50		
5.5 Full Audit **Successfully completed**		300		
5.6 Full Audit **No Access**		200		
5.7 Full Audit **Successfully completed After Hours**		100		
5.8 Full Audit **No Access After Hours**		200		
5.9 Low Consumption Audit **Successfully completed**		300		
5.10 Low Consumption Audit **No Access**		150		
5.11 Low Consumption Audit **Successfully completed After Hours**		100		
5.12 Low Consumption Audit **No Access – After Hours**		30		
5.13 Electricity supply disconnection		150		
5.14 Electricity supply disconnection – **After Hours**		50		
5.15 Satellite Office Support		1		
5.18 AMR Device Maintenance and Support Field Services(SSEG, Smart Meters, DMS)		200		
			TOTAL PRICE YEAR 5 (EXCLUDING VAT)	

Initial_____

PRICE SUMMARY OF DATA MANAGEMENT AND REVENUE PROTECTION

Items	Price for Year 1 (excl. VAT)	Price for Year 2 (excl. VAT)	Price for Year 3 (excl. VAT)	Price for Year 4 (excl. VAT)	Price for Year 5 (excl. VAT)
TOTAL COST PER YEAR (EXCLUDING VAT)					
TOTAL DATA MANAGEMENT, REVENUE PROTECTION, TID ROLLOVER COST 1 + 2 + 3 + 4 + 5 (EXCLUDING VAT)					

Initial_____

SUMMARY

Items	Price for Year 1 (excl. VAT)	Price for Year 2 (excl. VAT)	Price for Year 3 (excl. VAT)	Price for Year 4 (excl. VAT)	Price for Year 5 (excl. VAT)
1. ONCE OFF: SYSTEM SETUP AND IMPLEMENTATION AND TRAINING COST					
2. TOTAL COST PER YEAR FOR OPERATIONAL COSTS: PER MONTH CALCULATED OVER THE PERIOD, INCLUDING MONTHLY MANAGEMENT FEE AND BACK-UP VENDING FEE					
3. TOTAL COST PER YEAR FOR TRANSACTION FEE					
4. TOTAL COST PER YEAR FOR VARIABLE COST: BANK COSTS					
5. DATA MANAGEMENT AND REVENUE PROTECTION					

TOTAL PRICE 1 + 2 + 3 + 4 + 5 (EXCLUDING VAT)	
15% VAT	
TOTAL PRICE 1 + 2 + 3 + 4 + 5 INCLUDING 15% VAT	

Initial_____

PART E: OTHER

17. PRICE ADJUSTMENTS

Bids shall remain valid and binding for a minimum of 90 days after the tender closure date and the validity extend automatically till the contract is signed if validity goes beyond the number of days indicated. The reason for this is to ensure that the tender is valid till appeals were considered, if received.

I accept and approve all of the above.

……..

SIGNATURE OF TENDERER

Failure to accept the automatic extension will render the bid non-responsive. Any bidder may at any time withdraw their bid in writing in which case the bid will not be further considered.

Initial_____

18. OMISSIONS, ALTERATIONS AND ADDITIONS

Initial_____

19. SCHEDULE OF VARIATIONS FROM SPECIAL CONDITIONS OF CONTRACT

1. Bidders may provide a 2.5% discount for payment made within 30 days of receipt of invoice. Bidder should note that this discount is optional and has no influence on the evaluation or adjudication of bids.

2. Please complete the following should your company BE WILLING TO PROVIDE the 2.5% deduction for payment within 30 days as per clause 1 above:

YES, my company IS WILLING TO HAVE THE 2.5% taken off of payment made within 30 days.

Tenderer's signature _____ for acceptance of the 2.5% discount.

(Only if tenderer wishes to provide the 2.5% discount)

Initial_____

20. OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

AGREEMENT MADE AND ENTERED INTO BETWEEN THE SALDANHA BAY MUNICIPALITY
(HEREINAFTER CALLED THE "EMPLOYER") AND

……..……..…… ,
(Contractor/Mandatary/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT No. 85 OF 1993 AS AMENDED.

I, ……..……..…… ,
representing

……..……..…… , as an employer
in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (OHSA) and the Regulations promulgated thereunder.
I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number:
OR Compensation Insurer: .....
Policy No.: .....

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.
I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set. I hereby declare that I have read and understand the appended Occupational Health and Safety Conditions and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan.

Signed at .....on the.....day of.....20….

Signed at ..... on the.....day of.....20 ....

_____ _____
Witness for and on behalf of SALDANHA BAY MUNICIPALITY

Initial_____

OCCUPATIONAL HEALTH AND SAFETY CONDITIONS

1. The Chief Executive Officer of the Contractor shall assume the responsibility in terms of Section 16(1) of the Occupational Health and Safety Act (as amended). Should the Contractor assign any duty in terms of Section 16(2), a copy of such assignment shall immediately be provided to the representative of the Employer as defined in the Contract.

2. All work performed on the Employer's premises shall be performed under the supervision of the construction supervisor who understand the hazards associated with any work that the Contractor performs on the site in terms of Construction Regulations 2014.

3. The Contractor shall appoint a Competent Person who shall be trained on any occupational health and safety aspect pertaining to them or to the work that is to be performed.

4. The Contractor shall ensure that he familiarizes himself with the requirements of the Occupational Health and Safety Act and that he, his employees, and any sub-contractors, comply with them.

5. Discipline in the interests of occupational health and safety shall be strictly enforced.

6. Personal protective equipment shall be issued by the Contractor as required and shall be worn at all times where necessary.

7. Written safe work procedures and appropriate precautionary measures shall be available and enforced, and all employees shall be made conversant with the contents of these practices.

8. No substandard equipment/machinery/articles or substances shall be used on the site.

9. All incidents referred to in terms of Section 24 of the Occupational Health and Safety Act shall be reported by the Contractor to the Department of Labour and the Employer.

10 The Employer hereby obtains an interest in the issue of any formal inquiry conducted in terms of Section 32 of the Occupational Health and Safety Act and into any incident involving a Contractor and/or his employees and/or his sub-contractor/s.

11. No use shall be made of any of the Employer's machinery/plant/equipment/substance/personal protective equipment or any other article without prior arrangement and written approval.

12. No alcohol or any other intoxicating substance shall be allowed on the site. Any person suspected of being under the influence of alcohol or any other intoxicating substance shall not be permitted access to, or allowed to remain on the site.

13.Prior to commencement of any work, verified copies of all documents mentioned in the agreement, must be presented to the Employer.

Initial_____

21. E-PORTAL DECLERATION

It is compulsory to confirm "yes or no" on all line items	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.	
Print the **Tender document** on **both sides** to save paper and for standardisation.	

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 TENDERER

Initial_____

22. SUPPORTING DOCUMENTATION FROM TENDERER

Note :-

(No pricing or pricing adjustment documentation can be attached to the tender
Any pricing or pricing adjustment documentation which is attached by the tenderer will not be considered
The schedules supplied by Council must be used for all pricing matters.)

Initial_____