



WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase

Reference/ Verwysing/ iRef: 08/2/20/95
Enquiries/ Navrae/ Imibuzo: S Mentor

14 June 2023

TO WHOM IT MAY CONCERN

Dear Sir/ Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS:

(Over R30 000.00 up to a transaction value of R200 000.00 VAT included)

Kindly furnish us with a written quotation for the supply of the following:

SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, MANAGEMENT OF STS EDITION 2 COMPLIANT PREPAYMENT VENDING SYSTEM (Re-Advertisement)

This bid document must be placed in a sealed envelope. The following particulars must appear on the outside of the envelope: **“BID 08/2/20/95: SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, MANAGEMENT OF STS EDITION 2 COMPLIANT PREPAYMENT VENDING SYSTEM (Re-Advertisement), the name and address of the bidder and the closing date of this bid.** The sealed envelope must be put in the bid box located at the entrance of the Witzenberg Municipal Head Office, 50 Voortrekker Street, Ceres by no later than **THURSDAY, 22 JUNE 2023 at 10:00.** The bid box is generally open 24 hours a day, 7 days a week. Telephonic, facsimile, electronic/ e-mailed and late bids will not be accepted. Bids may only be submitted on the bid documentation as provided by the municipality.

The following conditions will apply

- Price(s) quoted must be valid for at least ninety (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system.
- The bids are subject to the Preferential Procurement Regulations of 2022.
- The successful provider will be the one scoring the highest points.
- Payments to the successful bidder in terms of this contract will be processed within 30 days after receipt of a valid tax invoice for goods and/or services rendered to the satisfaction of the municipality.
- The checklist at the back of the bid document must be completed and adhered to.

NB: No quotations will be considered from persons in the service of the state as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations dated 30 May 2005)

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

D NASSON
MUNICIPAL MANAGER

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WITZENBERG MUNICIPALITY

BID NUMBER: 08/2/20/95

CLOSING DATE: 22 June 2023

CLOSING TIME: 10:00

**DESCRIPTION: SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, MANAGEMENT OF STS EDITION 2
COMPLIANT PREPAYMENT VENDING SYSTEM (Re-Advertisement)**

The following conditions to bid exist:

(Failure to comply may result in your bid being disqualified)

1. Bidders should ensure that bids are delivered timeously to the correct address as indicated below. If the bid is late, it will not be accepted for consideration. The bid box is generally open 24 hours a day, 7 days a week. **Telephonic, facsimile, electronic/mailed and late bids will not be accepted.**
2. All prices must **include VAT**.
3. Bids will be evaluated according to the 80/20 points system as stipulated in the Preferential Procurement Regulations of 2022 that was promulgated by the Minister of Finance on 04 November 2022 in Government Gazette No 47452. The following preference points system will be applicable:
Price – 80 points
BBBEE Level Status – 10 points
Locality of enterprise – 10 points
Total Points – 100 points
4. An original or copy of the bidder's Broad-Based Black Economic Empowerment (B-BBEE) certificate must be attached to this bid document in order to claim B-BBEE points.
5. Bid documents can be obtained during office hours from Monday to Thursday: 8h30 -13h00 and 13h45 - 15h30 and Fridays: 8h30 – 13h00 and 14h00 – 14h30 from the Witzenberg Municipality, Supply Chain Unit, Drommedaris Street, Ceres at a cost of **R 30.00** per set. The bid documents are also available on our website at <http://www.witzenberg.gov.za/resource-category/tenders?category=92>
6. The bids will be opened in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres in public immediately after the closing time at 10:00.
7. The bid must be properly received in a sealed envelope which must clearly indicate the description of the bid, the bid number and the name and postal address of the bidder on the outside of the sealed envelope. Unmarked bids will not be taken into consideration and will be returned. **Note: Originally completed bid documents must be submitted in the bid box, at the entrance of the Municipal Offices, Witzenberg Municipality, 50 Voortrekker Street, Ceres. No electronic bid submissions will be accepted.**
8. The lowest or any bid shall not necessarily be accepted and the Municipality reserves the right to accept any part of the bid.
9. **Bidders must provide a valid Tax Verification Details (Tax reference number and valid third party verification pin) as issued by SARS in order to confirm their tax compliance status. Failure to provide such details may result in your bid being disqualified.**
10. Do not dismember this Bid Document (do not take it apart or put documents between its pages).
11. All other documents of the submission must be **attached behind** this bid document.
12. The bidder must complete the checklist at the back of this bid document.
13. **Please note that any suspicious collusive bidding behaviour and restrictive practices by bidders will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.**

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 27636 DATED 30 MAY 2005)

BANKING DETAILS AS FOLLOWS:

Bank:	First National Bank
Name:	Witzenberg Municipality
Branch code:	200107
Account number:	627 482 159 79
Reference number:	Bid number
CONTACT DETAILS FOR ENQUIRIES:	
Ms M Lukas Tel: (023) 312-1765 Email: supplychain@witzenberg.gov.za	

D NASSON
MUNICIPAL MANAGER

WITZENBERG MUNICIPALITY

TERMS OF REFERENCE (TOR)

1. SCOPE

- 1.1 The purpose of this tender is to procure the services of a Service Provider (also referred to as Supplier or Contractor) for the Supply, Installation, Management of STS Edition 2 Compliant Prepayment Vending System from date of contract signing until 30 June 2023.

Witzenberg Municipality requires a prepayment vending system for the following services:

- A. Prepayment vending system technology and license, on-site support and maintenance;
- B. Vendor management;

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

SABS 1524-1:1994	Single-phase electricity dispensing systems, Part 1: Electricity Dispensers.
SABS IEC 1036:1990	Alternating-current static Watt-hour meters.
NRS 009-4-2:1994	National electricity meter cards and associated numbering standards section two national electricity meter number. (Replacing MCI57).
MC 115	National electricity meter card specification for ED's (will be replaced by a NRS spec in future)
IEC 62055-41/51/52	Standard transfer specification edition 2, STS600-8-6
ESKOM XMLVend 2.1	Eskom's specification for standardization of vending client/server protocols
NRS 009-1:1994	Electricity Sales Systems Part 1: Glossary system overview. Preferred requirements for applications in the electricity supply industry.
IEC 62055-xx	Electricity Payment Metering Systems
STS Part 1,2 and 3	Standard Transfer Specification
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.
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

1. VENDING SYSTEM

1.1. General:

- 1.1.1. The system offered must be windows based system comprising a complete and fully functional prepayment vending and management system including all the operating and database modules needed to operate such a system.
- 1.1.2. The minimum hardware, software and communications requirements on which to run the system must be detailed for all the different components of the system.
- 1.2. The system must provide for the following types of payment:
 - Cash
 - Credit /Credit Card
 - Electronic Bank Transfer
- 1.3. The system must provide for the Electricity Base Support Services Token (EBSST).
- 1.4. The system must vend in real time on-line to all installed, existing and commissioned and newly prepayment meters in the municipal area of supply. Witzenberg Municipality must be indemnified against patent infringement including any damages awarded, attorney costs and the cost of replacing the vending system should patent infringements be awarded against Witzenberg Municipality due to the Service Provider's vending system.
- 1.5. All system functions must be accessed via a user-friendly graphics user interface.
- 1.6. The prepayment meters must accept all codes generated by the system to a valid meter and must not reject the code generated.
- 1.7. The system must have the ability to collect arrears from the consumer by leveraging the prepayment transaction according to a unique formula for each consumer as determined by the Municipality.
- 1.8. The system must be able to collect all municipal account payments at the vending points. The system must interface seamlessly with the municipal financial billing system on transactional level as per agreed timing.
- 1.9. The system must be able to track the history/location of a meter from the time it is delivered to Witzenberg Municipality's main store, through other local stores and points of connection until it is finally scrapped.
- 1.10. The system must be capable of interfacing with Witzenberg Municipality's GIS and other 3rd party systems.
- 1.11. The system must be operational on a 24 hour per day x 7 days per week x 365 days a year (24 x 7 x 365) basis.
- 1.12. All new hardware and software must be guaranteed for the contract period.
- 1.13. The maintenance on both the hardware and software must be provided for during the contract period.
- 1.14. All new hardware, software and communication equipment installed must be covered by the Service Provider's insurance for the contract period.
- 1.15. The Service Provider must be responsible for the supply of all the necessary consumables, e.g. printer paper, printer cartridges, etc.
- 1.16. The necessary access must be available to the system for the purposes of auditing and inspection by the internal audit section and the office of the Auditor-General.
- 1.17. The system shall interface with Witzenberg Municipality's billing system.
- 1.18. The system must allow for debt collection module on municipal accounts.
- 1.19. The Vending system must have the capability to vend all meters installed in the Witzenberg Municipality area including the following meters:
 - All STS electricity meters (8 600)
 - All Propriety electricity meters (3000)
- 1.20. The system shall vend on-line to all installed, existing and commissioned prepayment meters in the municipal area of supply.
- 1.21. The municipality shall be indemnified against patent infringement including any damages awarded, attorney costs and the cost of replacing the vending system should patent infringements be awarded against the municipality due to the successful renderers vending system.
- 1.22. The vending system must comply with the requirements of National Treasury's Standard Chart of Account specific to local government (m-SCOA for Municipalities).
- 1.23. The active Vending System shall be hosted offsite, by the service provider.
- 1.24. The back -up Vending System shall be hosted off site, by the services provider

MANDATORY REQUIREMENTS

1.25. Software Architecture:

- 1.25.1. The hosted online vending system software must be hosted in at least a Tier 3 data centre.

1.26. Reporting System:

- 1.26.1. The vending management system must have sufficient system queries to allow for operational management and customer support.
- 1.26.2. The vending management system must have a separate hosted dedicated reporting environment where operational and management reports can be accessed securely via on-line connection as per the prescribed format of the Witzenberg Municipality.
- 1.26.3. Witzenberg Municipality must have the ability to design and extract their own reports.
- 1.26.4. The vending management system must have the capability to interface with reporting applications supporting customizable reports.

1.3 Online Customer Contract Management:

- 1.3.1 The system must have the ability to perform online customer contract management via any standard web browser.

- 1.3.2 The following functionality must be available via the online Customer Contract Management web application:

- 1.3.2.1 Creating new Customers
- 1.3.2.2 Creating new Points of Connection
- 1.3.2.3 Updating Customer details
- 1.3.2.4 Updating Point of Connection details
- 1.3.2.5 Link Customers, Points of Connection, Meters
- 1.3.2.6 Perform Advanced Customer, Point of Connection and Meter data lookups

- 1.3.3 The system must support multiple accounts (multiple POC's with a meter) to be associated with a Single customer.

1.4 Online Engineering Operations:

- 1.4.1 The system must have the ability to generate engineering tokens (Replacements, Clear Tamper, Clear Credit, Power Limit, Supply Group Key Change, Tariff Index Key Change) online via any standard web browser based on a request from Witzenberg Municipality. This function must only be available to an assigned person/s, and the system must be able to print an audit report of all the changes made. The system must be user access protected and pre-approved by the Witzenberg Municipality.

1.5 Online Auxiliary Account Management:

- 1.5.1 The system must have the ability to manage customer specific auxiliary accounts online via any standard web browser. This functionality must include the creation of auxiliary account categories and the definition of the account details such as account balance and collection type.

1.6 Online Asset Management:

- 1.6.1 The system must have the ability to receive bulk meters into a store location as well as the ability to move meters between locations online via any standard web browser.

1.7 Online System Configuration:

- 1.7.1 The system must have the ability for its system's parameters to be configured online via any standard Web browser.

1.8 Online System Security:

- 1.8.1 The system must have the ability to define online users, user roles and user specific role processes online via any standard web browser.

1.9 Annual tariff adjustments:

- 1.9.1 Annual tariff adjustments on the vending system must be pre-approved and signed off by Witzenberg Municipality and locked for the duration of the financial year. There must be an audit trail that shows any adjustments to tariffs on the vending system.

1.10 Support, Installation & Commissioning:

- 1.10.1 The Service Provider must provide local (onsite) support during the implementation of the system. This support must include 24-hour technical support to respond to end-user problems and to resolve technology failures.
- 1.10.2 The Service Provider must provide Witzenberg Municipality with a comprehensive customized Standard Operating Procedures.
- 1.10.3 The Service Provider must provide comprehensive support for the duration of the contract.
- 1.10.4 The Service Provider must for the duration of the contract have a technical person on standby 24 hours per day 365 days a year to respond to technical as well as financial problems.
- 1.10.5 The Service Provider must provide remote (telephonic) support for the system via a help desk facility which is available 24 hours per day x 7 days per week x 365 days a year (24x7x365) for the duration of the contract.
- 1.10.6 Remote support must include an offsite backup and disaster recovery service through the mirroring of data on at least a weekly basis. The proposed system must conform to best industry standard backup and disaster recovery procedures.
- 1.10.7 Bidders must submit themselves to an independent assessment of their capabilities, demonstrating at least 5 permanent dedicated and centrally located system support personnel in their employment.
- 1.10.8 Once the training is complete and the system has been commissioned, the Service Provider must be required to aid personnel on the ground during the start-up of the project. This will entail dealing with any problems relating to the live operation of the system, and ensuring that correct procedures and principles are adhered to.
- 1.10.9 The Bidder must indicate how continuity of site support will be ensured to negate the possible adverse effect of high staff turnover.
- 1.10.10 The Service Provider will be responsible for the integration of the system with current processes within Witzenberg Municipality. Should it be necessary to change processes to accommodate system needs, the Service Provider will design these processes and assist in their implementation.
- 1.10.11 The Service Provider will be responsible for the integration of the prepayment system to all necessary and appropriate systems in Witzenberg Municipality to ensure optimal system operation.
- 1.10.12 Bidders must allow for the commissioning of the entire system on completion. The successful Bidder must prove to the Engineer that the system is functioning correctly as per the offer and the requirements of this specification.

2. TECHNOLOGY AND PLATFORM

3.1 Database

- 3.1.1 The system must operate on a relational database technology.
- 3.1.2 Although the application must operate on a Windows® platform, the database technology offered must not be limited to a Windows®-based machine. To ensure future enterprise scalability, security and flexibility, the database must be available on multiple platforms such as Windows®, all flavours of Unix from vendors such as IBM, Sun, Digital, HP, Sequent, etc. and VAX-VMS as well as MVS.
- 3.1.3 The design of the database must be such that it conforms to the following Relational Database Management System (RDBMS) rules:
- 3.1.4
- All information must be represented only in tables.
 - Each atomic value must only be accessible by combination of table name, primary key and column name.
 - All Nulls must be systematic treated within the RDBMS.
 - An on-line data catalogue must be maintained by the RDBMS.
 - A comprehensive data sub-language must exist, supplementing standard SQL.
 - High-level Insert, Update and Delete functionality must exist within the RDBMS.
 - Both physical and logical data independence must be maintained by the RDBMS.
 - A low-level language must not subvert or bypass the RDBMS high-level language.

- 3.1.5 The database must allow concurrent users to access data on a central database from various online terminals.
- 3.1.6 The RDBMS must allow for automated triggers to be set on any database field, prompting for a function to be executed. This ensures data integrity, audit-ability and data completeness.
- 3.1.7 The database must allow for multi-version consistency. This means that “writers must not block readers and readers must not block writers” to ensure data integrity. The requirement is that “readers do not block writers and writers do not block readers”. In other words, the reader will see the data as it was before the writer began changing it, and until the writer commits. A less mature locking scheme will result in many delays/waits in the foreseen heavy OLTP (Online Transaction Processing) environment.
- 3.1.8 The database must not allow the escalation of row locks to page level locks when too many rows on a page are locked. This locks rows that are uninvolved in any updates for no good reason.
- 3.1.9 The database must allow the following:
 - Control of sorting, for optimal memory allocation.
 - Control over SQL caching, again for optimal memory allocation.
 - Control over storage/space management to prevent fragmentation. Pages (blocks) and extents must not be fixed to a certain size. The database must allow the specification of larger extents to ensure contiguous space for large objects.
 - Range partitioning of large tables and indexes. For example, a large 100GB table must be allowed to be seamlessly partitioned at the database level into range partitions. This requirement will allow the utility to effectively store any historic data – for instance, the transaction table can be partitioned into monthly partitions. Partitioned tables and partitioned indexes give performance and maintenance benefits, whilst being transparent to the application.
- 3.1.10 The database must support a JAVA database engine, enabling future application integration.
- 3.1.11 Stored Procedures must be precompiled before executed. This will negate any significant system overhead, especially in consideration of the diverging business rules for prepayment and associated debt collection.
- 3.1.12 The database must allow the reading of, and writing to, external files via Stored Procedures, ensuring ease of system integration.

3.2 Operating System

- 3.2.1 The application must operate on a Windows 8 or greater platform. No legacy DOS-based support must be acceptable.
- 3.2.2 All system functions must be accessed via a user-friendly Graphical User Interface.

3.3 Hardware

- 3.3.1 All vending system server infrastructure should be hosted by the Service Provider in at least a Tier 3 Data Centre.
- 3.3.2 All client-side components of the system must operate on a standard, readily available, PC-based machine with no special modifications required to any parts.
- 3.3.3 The bidder must supply a standard STS security module server solution which operates over TCP/IP Connection.
- 3.3.4 The bidder must supply all hardware (new) required

3.4 Data Model

- 3.4.1 The underlying data model used by the system must be tested to conform to the standard of a so-called third generation system. This means that the data model must be capable of the following:
- A Point-of-Connection must be supported which is independent from a Location, Meter and Consumer.
 - The tariff must not be connected to a Meter or a Consumer, but must rest with the Point-of-Connection.
 - The data model must allow for the definition of hierarchical Nodes to simulate a distribution network.
 - The data model must allow for WGS-84 GPS coordinate definition with all locations.
 - The data model must accommodate, for enhanced management purposes, possible additional resources like water, gas and other utilities.
 - The data model must allow for individual aux payments adjustments whereby a portion of the electricity purchase will be utilizing for account payments.

3.5 Integration and Interface Requirements:

- 3.5.1 File based integration. The system must be able to facilitate file-based integration via a purpose-built application at least on an hourly basis. This application must be able to extract or import data according to dynamically defined business rules. This application must also be able to manage and track processed data, regenerated files and enable additional file layouts as required. The system must be able to record the erf number and municipal account number for every individual meter as to enable integration with the municipal financial system.

3.6 Web services based integration:

- 3.6.1 The system must be able to facilitate both real-time and file-based integration via a purpose-built application at least on an hourly basis. This application must be able to extract or import data according to dynamically defined business rules within a central directory as agreed upon by Witzenberg Municipality.

3.7 Operations

3.7.1 Critical Performance Parameters

3.7.2 All Bidders will be required to demonstrate the following capability on demand:

The software and database must be able to accommodate, with no special changes other than hardware scaling, more than 1 million consumer records and 120 million transaction records from the main server.

- The software and database must have no limitation on the number of named users and workstations it can accommodate.
- The online system must be scalable to transact 30 requests per second.
- A standard vending operation must be less than 15 seconds from request to completion token printing or programming.
- Thin client architecture must require less than 64kb/sec to be functional over WAN.

3.8 Languages & Currency

3.8.1 The system must accommodate multiple languages on the same machine

3.8.2 The system must have a tool to facilitate the translation of the software by the Employer. This tool must be demonstrated and supplied on demand.

3.8.3 The system must allow for the configuration of any currency, including the adjustment of multipliers and decimal points.

4. PREPAYMENT VENDING

4.1 Transactions

- 4.1.1 All transactions must be atomic to such a nature that taxes, levies, standing charges, arrears and services are all created through individual rows in the database.
- 4.1.2 Any rounding errors of Units beyond the first decimal must be recorded in the database as separate transaction rows to ensure effective reconciliation.

4.2 Vending

- 4.2.1 The system must be capable of vending STS Edition 2 compliant prepayment credit and engineering tokens.
- 4.2.2 The system must be certified by the STS association as being Vending, Engineering and Key Change Management compliant.
- 4.2.3 Vendors must have the ability to perform a consumer lookup through meter number, address, point-of-connection, name or ID number.
- 4.2.4 The system must be capable of allowing transaction re-prints and reversals, without compromising the integrity of transactions and subject to appropriate security.
- 4.2.5 The vendor must have the ability to look up the localized transaction history of a relevant consumer.
- 4.2.6 The system must be capable of vending free services grants.
- 4.2.7 The system must have the ability to calculate and display cash change to the vendor.
- 4.2.8 Cancellations are not allowed at the terminals;

4.3 Vending Management

- 4.3.1 The system must allow for vendor and cashier shifts to accommodate various levels of operators, thus improving security.
- 4.3.2 The system must allow for the automated or manual sign-off of shifts.
- 4.3.3 Vendors must have pre-defined, credit limits limiting the exposure at certain outlets.
- 4.3.4 Vending Operation Downtime of not less than 99% measured on a 24 hour per day per week basis

4.4 Tokens and receipts:

- 4.4.1 The system must give users the ability to easily define customized token/receipt templates using any Rich Text Format editor.
- 4.4.2 The system must accommodate multiple receipts. It must include but not be limited to auxiliaries, credit token and system reversals receipts.

4.5 Auxiliaries:

- 4.5.1 The system must have the ability to collect arrears from the consumer by leveraging the prepayment transaction according to a unique formula for each consumer.
- 4.5.2 A consumer's unique collection profile must be automatically updated at least on an hourly basis by the system based on historic payments made.

4.6 Tariffs:

- 4.6.1 A separate tariff spreadsheet must be used for defining tariff and debt calculations.
- 4.6.2 The Employer must have the ability to customize the tariff spreadsheet at will.
- 4.6.3 The tariff system must accommodate an unlimited number of tariff, debt and charges rules and calculation
- 4.6.4 The system must accommodate step tariffs, with an unlimited number of Unit-based steps.
- 4.6.5 Unique tax and fixed charges profiles must be definable for each tariff block.
- 4.6.6 Tax and fixed charge blocks independent from step tariff blocks must be definable according to monthly monetary value transacted, or Units bought.
- 4.6.7 The system must have automated activation dates for tariff changes.
- 4.6.8 The system must enable the implementation of Inclining Block Tariffs (IBT) as required by NERSA.

4.7 Online Vending

- 4.7.1 Online vending on a PC Point of Sale must take place through a thin client.
- 4.7.2 All messages must be via the self-defining, open-standard XML protocol.
- 4.7.3 The system must support the latest version of the NRS009-6-10 XMLVend specification.
- 4.7.4 The online transaction processing infrastructure must have unlimited scalability with hot-swappable redundancy.

4.8 Online Customer Contract Management

- 4.8.1 Management of Customer Contracts must be carried out through a single online take-on web page via any standard web browser.
- 4.8.2 The Customer Contract Management System must accommodate the saving of uncompleted contracts whilst these customers will not be able to vend.

4.9 Consumers

- 4.9.1 The system must allow for the registration and management of consumer records independent from meter and points-of-connection.

4.10 Standard Reports (In PDF & Excel format with date/time stamp and user)

- 4.10.1 The following complex reports must come standard with the vending system:
 - 4.10.1.1 Management Summary
 - 4.10.1.2 Transaction Summary
 - 4.10.1.3 Free Basic Services
 - 4.10.1.4 Zero Low Purchase
 - 4.10.1.5 Report per sales per tariff code.
 - 4.10.1.6 Format should be PDF and or excel with a date stamp of user and timing.
 - 4.10.1.7 Low Purchase

4.11 Provision must also be made for complex reporting on inter alia:

- Sales per meter
- Sales per POC (point of connection)
- Sales per customer
- Units purchased by cash, credit card, debit card, electronic fund transfer
- Financial statistics relating to individual transactions
- Total sales per vendor (point-of-sale) in a date range
- All transactions for a shift per vendor (point-of-sale) in a date range
- Shift details per vendor (point-of-sale) in date range
- Refunds given
- Free units issued
- Sales as per POC (point of connection)
- Number of customers purchasing less/more than a selectable number of Units per month
- Value of service charges per tariff
- Recovery of arrears
- Emergency off-line sales report
- Number of active customers per town
- History of all customers per POC (point of connection)
- History of all meters at a POC (point of connection)
- Movement history per meter
- Movement history per customer
- Track low purchase history
- Meter changes
- Purchased per suburb
- Total meters installed per suburb

- List of customers selected by street name or a portion of the address
- List of disconnected meters by disconnected reasons in a date range
- List of disconnected meters by town
- List of disconnected meters by POC (point of connection)
- Blocked meters on system
- Statistics of installed meters filtered by date range, connected type, district, etc
- Available sequence number report
- Engineering tokens report
- Point of sale credit updates
- User audit trace
- Deleted transaction reports
- Vendors per district
- Deviations from normal purchasing patterns
- Tokens issued compared with customer purchases
- The databases must not be encrypted as the design of customized reports is essential.
- Sales per tariff code

5 SYSTEM MANAGEMENT

5.1 Communication

- 5.1.1 The system must be configurable to operate online with full functionality retained during the offline mode of operation.
- 5.1.2 The system must use a TCP/IP communication layer supporting GPRS, LAN/WAN, telephone dial-up, BGAN and VSAT communication.
- 5.1.3 The complete database must be automatically mirrored to a disaster recovery machine on a regular basis.

5.2 Security

- 5.2.1 Database security governing low- and high-level database access must be via a proven technology and applied at both database and application level.
- 5.2.2 The system must allow for the addition of an unlimited number of named operators.
- 5.2.3 Security must be adjustable to allow for individualized access to any field within the database.
- 5.2.4 It must be possible to allocate access rights into the system into users and user groups. Access rights allocations shall be transferred during the data migration process and distributed throughout the system.
- 5.2.5 The vending system must allow for activation of password ageing functionality. If this function is activated, the password of the particular user shall expire after a definable amount of time. Early password expiry warnings must be available.
- 5.2.6 In addition, a concurrent log-in limit for log-in attempts is also required. User IDs not used or disabled permanently must not be able to be removed from transaction history data. A full audit trail on user IDs and movement must be kept.
- 5.2.7 Access rights must be configured by the Municipality
- 5.2.8 The system must allow for smart card based SSL security to be implemented for on-line POS.

5.3 Reporting and Information

- 5.3.1 The database must be accessible via standard SQL-based report writing tools like Crystal Reports.

5.4 Geographical Information System

- 5.4.1 It is envisaged that a Geographical Information System will be linked/incorporated into the prepayment database. The proposal should describe how the solution would cater for such GIS integration
- 5.4.2 Certain data elements in the prepayment metering system must be able to store GPS coordinates as attributes. These include the location of a meter (SG number, back-up erf number) as well as the point of connection of a meter. It must be able to read these GPS co-ordinates into Witzenberg Municipality's financial system.

5.5 Vending Gateway with Transaction

- 5.5.1 The system should include as an additional option the capability to direct transaction requests from vending clients to different services databases.
- 5.5.2 The transaction switch should include a billing system where different commissions for different services as well as vendors could be calculated
- 5.5.3 The transaction switch should include vendor credit limits that will only allow a vendor to sell services if a positive credit is maintained.
- 5.5.4 The transactions switch should either include, as an option, or be able to integrate to an electronic fund transfer (EFT) switch to facilitate credit card payments.
- 5.5.5 The EFT option should include a secure web site for selling services.
- 5.5.6 The transaction switch should allow for mobile points of sale (POS) to connect to it. This will be achieved by allowing various Service Providers of mobile technology to integrate to the transaction switch.
- 5.5.7 The transaction switch will allow SMS (GSM) based messages to transact with the switch.
- 5.5.8 In addition to conventional payment methods, the system should support a voucher payment mechanism in the on-line mode of operation.
- 5.5.9 Where the system generates its own vouchers, customizable vouchers should be printed with unique voucher numbers.
- 5.5.10 The system should be able to reserve and expire vouchers as and when it is redeemed for resources.

5.6 Vending Channels

- 5.6.1 The following vending channels must be implemented:
 - PC POS
 - Mobile POS
 - Mobile Phone
 - Vouchers
 - Consumer website
 - ATM

5.7 Online Retail and Vending Administration

- 5.7.1 The system must have the ability to manage retailer accounts online.
- 5.7.2 This includes adding, removing and editing retailers, operators, terminals, available networks and accepted payment methods.
- 5.7.3 It must also allow transferring and adjusting retailer funds and accepting retailer deposits.
- 5.7.4 The system must have the ability to add, remove and edit vouchers online.
- 5.7.5 The system must have an online facility for reconciling between client records, EFT records and Service

5.8 System Hardware

- 5.8.1 The Service Provider must provide and install all the necessary hardware needed to operate the vending system and must maintain and upgrade the hardware during the contract period. Ownership of all on site hardware, exclusive of servers hosted at Service Provider's premises outside of Witzenberg, will revert to Witzenberg Municipality at the end of the initial contract period or in the event of a contract breach. There will be no cost implication.
- 5.8.2 All components of the system must operate on a standard, readily available, PC-based machine with no special modifications required to any parts. Brand-name system will be the preferred option. The PC's will be utilised for additional purposes e.g. receipting, emails.
- 5.8.3 POS (Point of Sale) terminals can be PC or other Mobile terminals that comply with the hardware and software requirements. These terminals must be submitted for approval by Witzenberg Municipality
- 5.8.4 Encryption cards and security modules must be centralised in the hosted central environment to ensure the security of the system, except for the online / offline POS terminals.
- 5.8.5 All servers must have the necessary redundancy. The necessary backup facilities will also be provided. The Service Provider must provide an offsite backup server for disaster recovery purposes which must be located at the Service Provider's offices in Witzenberg. The Service Provider must allow for the necessary communication link/cable between this office and Witzenberg Bay Municipality's server room.

5.8.6 All the PC based equipment will be supplied with stand-alone UPS systems (minimum 15-minute standby) to prevent loss of data and corruption of database files.

5.9 System Software

- 5.9.1 The Service Provider must provide and install the necessary software and operating systems needed to operate the vending system and must maintain and upgrade the software during the contract period. This must include the re-installation of software whenever PC's are upgraded.
- 5.9.2 Ownership of all software will revert to Witzenberg Municipality at the end of the contract period or in the event of contract breach. There will be no cost imposition.
- 5.9.3 The Service Provider must be responsible for the migration from the current system to the new system.
- 5.9.4 A migration plan with clear timelines must be submitted.
- 5.9.5 The Service Provider must be responsible for all licensing and upgrade cost during the contract period and must provide all the original licensing documents to the municipality for safekeeping.
- 5.9.6 The Service Provider must be responsible for the exporting/transferring of all data in a specified format if Witzenberg Municipality should change to new software at the end of the contract period.
- 5.9.7 Should migration be necessary on the onset or during commissioning of the system, all cost is for the Service Provider.
- 5.9.8 The Service Provider must provide training on all elements of the system for all the different user groups and vendors.

5.10 Arrears recovery

- 5.10.1 There must be a direct interface with the billing system so that arrears collected can be updated automatically directly to the relevant account either in 'Real Time' or via batch entry at a user selectable delay (at least hourly) on the municipal financial system.
- 5.10.2 The details of all arrear amounts collected and service accounts paid for the current transaction must be individually listed on the transaction receipt handed to the customer at the point of sale.
- 5.10.3 Data should be imported directly from municipal financial system into the Service Providers system where data will be managed to block and unblock consumers.

5.11 Data Ownership

- 5.11.1 All the information on consumers and related info in the databases will remain the property of Witzenberg Municipality always and will not be disclosed as a whole or in part to any third party without the express permission of Witzenberg Municipality.
- 5.11.2 Any data archived and warehoused on behalf of Witzenberg Municipality must be accessible at any time to Witzenberg Municipality or its appointed auditor.

5.12 Training (Capacity Building and Skills Transfer)

- 5.12.1 Witzenberg Municipality requires that the Service Provider provide a formal capacity building and skills transfer plan and is responsible for building capacity in the areas of the prepaid vending system.
- 5.12.2 Training should include (but should not necessarily be limited to) the following topics:
 - Systems Procedures
 - Registration Management
 - Tariff Change Management
 - Meter Management
 - Consumer Public Relations Management of Prepayment Systems
 - System Changeover Procedures
 - Management Reports
 - Prepaid Vending System
 - In addition, designated Municipality staff is to be trained in:
 - Interrogating the system
 - Generating standard reports
 - Customising reports

- First line end user support
 - Data analysis as it applies to fraud detection
- 5.12.3 Bidders must allow for on-site training of the municipal staff as well as 3rd party vendors.
- 5.12.4 Allowance must be made for at least one (1) training course and three (3) follow-up training sessions during the first twelve (12) months of the contract.
- 5.12.5 Training must include operating manuals (at least three (3) copies) and training of municipal staff and all operators of vending terminals. It is also required that at least one municipal staff member is trained to have a detailed understanding of the system architecture.
- 5.12.6 Bidders must state in their tender the nature and extent of their training (capacity building and skills transfer) programme.
- 5.12.7 All costs associated with the skills transfer and capacity building, including travelling and accommodation if training is required outside of Witzenberg, must be included in the tender rates.

6 VENDOR MANAGEMENT

6.1 Scope

- 6.1.1 Setting up guidelines for appointing and contracting with existing and prospective vendors and compiling of agreement/contracts. These guidelines and agreement must be approved by Witzenberg Municipality.
- 6.1.2 Advertising and information meetings with prospective and existing vendors.
- 6.1.3 Appointment of vendors and signing of contracts. Witzenberg Municipality will determine the quantity of vendors per location as required.
- 6.1.4 Providing all the necessary hardware, software and communications equipment needed for the vendor to operate.
- 6.1.5 Providing training as and when necessary for the vendor or his appointed operators to operate the equipment and relevant software.
- 6.1.6 Providing the necessary consumables, e.g. Paper, printer carriage, etc.
- 6.1.7 Providing the routine and necessary maintenance, repair and servicing as is required to maintain the equipment.
- 6.1.8 Collection of all revenue from vendors as per agreement.
- 6.1.9 Insurance against revenue loss.
- 6.1.10 Providing the necessary security measures for collecting the revenue if required.
- 6.1.11 To reconcile the revenue received from the vendors daily and provide the necessary credit to the vendor to continue vending.
- 6.1.12 Payment of any commissions owed to vendors.
- 6.1.13 Payment of revenue received (Prepaid & Auxiliary separately) directly in the municipalities account at predetermined times together with a reconciliation of said revenue.
- 6.1.14 Providing daily, weekly and monthly reports as required by Witzenberg Municipality.
- 6.1.15 Provide audit reports if required.
- 6.1.16 Vendor's commission payable by the Service Provider will be included in the monthly fee.
- 6.1.17 All existing handhelds terminals that are not compatible with the proposed vending and management system must be replaced on the cost of the Service Provider.
- 6.1.18 All direct vendors' PC based or mobile point of sale vending terminals must be provided by the bidder.
- 6.1.19 The Bidder must allow for marketing the direct vendors in the local media and providing the necessary signage on the buildings of these vendors. Direct vendors must be promoted as safe, non-transgressing, approved vending points, and at the same time consumers must be warned against transgressors.
- 6.1.20 The Service Provider will be allowed to only have one level of vendors below each aggregator. No sub-aggregation below each aggregator will be allowed.
- 6.1.21 There must be a service level agreement between the Service Provider and each vendor, at level below an Aggregator, in terms of which the Service Provider must have control and be able to disconnect any transgressing vendors.
- 6.1.22 Special attention must be given to the security of the off-line vending stations. The agreement must address the credit management of these vendors.
- 6.1.23 It is preferable that the existing direct vendors be appointed, in which case their percentage commission must be re-negotiated for the contract period by the Service Provider.

6.1.24 Online vending will only be allowed through dedicated online portals as agreed and approved by Witzenberg Municipality. No vendors will be allowed to vend without pre-approval by Witzenberg Municipality.

6.2 Support Services

6.2.1 The Service Provider must provide the support and administer the vendors.

6.2.2 Services should be provided in a timely manner.

1.2 BACKGROUND

Witzenberg Municipality includes the towns and rural areas of:

- Ceres,
- Prince Alfred's Hamlet,
- Op-Die-Berg,
- Tulbagh, and
- Wolseley

1.3 System Commissioning

1.3.1 Vending is currently undertaken through the municipality's cashier points, and 3rd. party direct vendors throughout the Witzenberg area. The current service provider is Syntel Pty Limited.

1.3.2 The proposed system must be commissioned in parallel with the existing systems without having a period when consumers cannot purchase any electricity. All components of the prepayment vending system, including vendor management, data management and revenue and additional supplementary support services must be commissioned and implemented within 90 days after the date of awarding the tender.

1.4 Pre-Qualification Criteria

1.4.1 The system shall be fully STS -2 compliant and capable of vending STS prepayment credit and engineering tokens **(Proof must be attached)**.

1.4.2 The Vending system must have the capability to vend all meters installed in the Witzenberg Municipality area including the following meters:

- All STS electricity meters (8 600)
- All Propriety electricity meters (3000)

1.4.3 The bidder needs to be ISO 9001:2015 certified with a scope of work related to the services required by this tender specification. **(Proof to be submitted)**

2. EVALUATION CRITERIA

This bid will be evaluated according to the criteria and weight given in the table below:

Evaluation Criteria:	Weighting
2.1 Price	80
2.2 Specific goals (form MBD 6.1)	20
Total points for price and specific goals.	100

3. **CURRENT / PREVIOUS EXPERIENCE**

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	Start Date of Contract	End Date of Contract	Date up until which Contract Extended
	Name of Client	Name of Responsible Official	Telephone no				

The municipality will 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.

Signed at on this day of 20.....

As Witnesses: 1).....

2).....

.....
 Authorised signature of bidder

WITZENBERG MUNICIPALITY
TECHNICAL SPECIFICATIONS

BID 08/2/20/95: SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, MANAGEMENT OF STS EDITION 2
COMPLIANT PREPAYMENT VENDING SYSTEM(Re-Advertisement).

The following minimum specifications **MUST** be complied with and clearly marked to serve as confirmation. Please be advised that no application will be regarded as a responsive if it fails to meet all the minimum specifications.

No	DESCRIPTION	COMPLY		
		Yes	No	Details of deviations. If not sufficient space, attached annexure of deviations
1.	Vending System			
1.1	Offered solution provides for a fully functional vending system for the entire vending domain of the municipal area (may be required to demonstrated during practical evaluation if requested to do so) .			
1.2	Vending solution includes Retail Shops, Internet, ATM, Cellular Phone and Mobile Devices as points of sale (system implementation plan must be included)			
1.3	Vending system provide for all types of payments i.e. cash, credit card, debit card, bank transfer (system implementation plan must be included)			
1.4	Vending system is able to generate Electricity Base Support Token (EBSST)			
1.5	Vending system is real time and on-line			
1.6	Active Vending System shall be hosted OFF SITE in the specified Tier level 3 (three) environment (documentary proof must be included.)			
1.7	Vending system support is provided on a 24x7x365 basis (system implementation plan must be included) Any system failure reported must be immediately responded to.			
1.8	Vending System is operational on a 24x7x365 basis (system implementation plan must be included)			
1.9	Passwords shall meet the Auditor General's requirements in terms of complexity and expiry			
1.10	A full system description and technical details of the solutions offered must be included (system implementation plan must be included)			
1.11	The solution shall also allow for debtor payments and sundry payments			
1.12	Vending System must be able to vend to all active STS meters and Priority meters installed in the municipal distribution jurisdiction (documentary proof must be included)			
1.13	The Vending System shall accommodate 13 (thirteen) and twenty (20) digit STS meter serial numbers (must be demonstrated if requested to do so)			
1.14	The transfer from the existing system to a new system shall be executed without any hindrance to the normal vending operations (system implementation plan must be included)			
1.15	The proposed system should be able to support multiple meter technologies i.e. Smart Metering and Automatic Metering Reading (must be demonstrated if requested to do so)			
1.16	The system shall be fully STS -2compliant and capable of vending STS prepayment credit and engineering tokens (Proof must be attached)			
1.17	The Vending System shall have an Application Programme Interface (API) to allow third parties to access the system securely for integration purposes			
1.18	The Vending System must have the capability to integrate and display meter detail on a GIS platform. The solution will cater for GIS integration. The solution should be able to display and integrate existing electrical networks and connections (system implementation plan must be included)			
1.19	The tenderer must be able to have all hardware operational at least 2 (two) weeks before start date of the tender period (system implementation plan must be included)			

No	DESCRIPTION	COMPLY		
		Yes	No	Details of deviations. If not sufficient space, attached annexure of deviations
1.20	The tenderer must be able to make all hardware available for the municipal environment within 2 (two) months after the start date of the tender period (system implementation plan must be included)			
1.21	The database must allow concurrent users to access data on a central database from various online terminals.			
1.22	Generate Reports as requested as per specification			
1.23	The Vending System must have a module that specifically interact with the end consumer directly via an online portal which the end consumer should access through PC and/or mobile web browser and/or an Android application.			
1.24	The Vending System shall operate on a standard readily available, PC-based machine Windows with no special modifications required to any parts (must be demonstrated if requested to do so)			
1.25	The Vending System must include a consumer portal that will enable end consumers i.e. view sales history, usage profiles, display alerts, etc. (must be demonstrated if requested to do so)			
1.26	The data model of the vending system must allow for multiple meters to be linked to a single consumer account (must be demonstrated if requested to do so)			
1.27	The software and database shall be able to accommodate, with no special changes other than hardware scaling, more than 1 million consumer records and 120 million transaction records from the main server (must be demonstrated if requested to do so)			
1.28	The business logic must in particular include, often used functionality that will allow end-users to view, update and query the system on-line (system implementation plan must be included).			
1.29	A full system description and technical details of the solutions offered must be included (system implementation plan must be included)			
1.30	Guarantee the systems' functional performance and any upgrades required to correct any system mal-operation will be for the Tenderer's account (system implementation plan to be included)			
1.31	The system shall support the latest version of the NRS009-6-10 XMLVend XMLVend is a South African developed, open interface standard, which facilitates the sale of prepaid electricity credit between electricity utilities and clients)			
1.32	The vending system shall cater for integration with the systems / applications in use. The Witzenberg Municipality uses SAMRAS as the financial system. The nature of the integration catered for must include periodic bulk export / import of arrears balances / collections to / from the billing system and be mSCOA compliant.			
1.33	The last 3 years data must be migrated into the proposed vending system from the current vending system			
1.34	The bidder needs to be ISO 9001:2015 certified with a scope of work related to the services required by this tender specification. (Documentary proof to be submitted.)			
1.35	Does the system make provision to warn the cashier before finalizing any transaction			
1.36	The SMART Meter System supplier needs to comply with National Rationalised Specification - NRSO47 and NRS009 specifications. (documentary proof must be included).			

2.	VENDOR MANAGEMENT.			
	The bidder shall be responsible for the following:			
2.1	Setting up guidelines for appointing and contracting the vendors and compiling an agreement / contract pricing. Guidelines and agreement to be approved by the municipality.			
2.2	Advertising and information meetings with prospective vendors.			
2.3	Appointment of vendors and signing of contracts.			
2.4	New hardware must be provided by the successful bidder if any of the existing hardware cannot be utilized. The Municipality reserves the right to determine the quantity of vendors per location as and when required. The hardware will remain the property of the successful bidder.			
2.5	Providing all the necessary hardware, software and communications equipment needed for the vendor to operate.			
2.6	Providing training as and when necessary for the vendor or his appointed operators in order to operate the equipment and relevant software.			
2.7	Providing the necessary consumables, e.g. paper, printer cartridges, etc.			
2.8	Providing the routing, preventative and necessary maintenance, repair and servicing as is required to maintain the equipment.			
2.9	Payment of collected revenue into the Witzenberg municipalities bank account must be completed within (3 working days) of transaction date.			
2.10	Providing the necessary security measures for collecting the revenue if required.			
2.11	To reconcile the revenue received from the vendors on a daily basis and provide the necessary credit to the vendor to continue vending.			
2.12	Payment of any vendor commissions owed.			
2.13	Providing daily, weekly and monthly reports as required by the municipality.			
2.14	Provide audit reports if required.			
2.15	Provide for a 24 hour a day, 7 days per week technical helpdesk for vendors			
2.16	The tenderer must have insurance against revenue loss (proof needs to be included).			
2.17	The tenderer will not allow any vending outlets to charge any additional cost for electricity on top of the approved municipal tariffs (system implementation plan to be included)			
2.18	Existing direct on-line vendors which are managed by the current service provider shall be facilitated and equipped with the necessary hardware to fully operate (system implementation plan must be included).			
2.19	Existing 3rd party vendors which are managed by aggregators of the current supplier, shall remain operational during the installation and commissioning of the vending system (system implementation plan must be included).			
3.	VENDING SYSTEM			
	General			
3.1	The system offered must be windows based system comprising a complete and fully functional prepayment vending and management system including all the operating and database modules needed to operate such a system.			
3.2	The minimum hardware, software and communications requirements on which to run the system must be detailed for all the different components of the system.			
3.3	The system must provide for the following types of payment: -Cash -Credit /Credit Card - Electronic Bank Transfer			
3.4	The system must provide for the Electricity Base Support Services Token (EBSST).			
3.5	The system must vend in real time on-line to all installed, existing and commissioned and newly prepayment meters in the municipal area of supply. Witzenberg Municipality must be indemnified against patent infringement including any damages awarded, attorney costs and the cost of replacing the vending system should patent infringements be awarded against Witzenberg Municipality due to the Service Provider's vending system.			

3.6	All system functions must be accessed via a user-friendly graphics user interface.			
3.7	The prepayment meters must accept all codes generated by the system to a valid meter and must not reject the code generated.			
3.8	The system must have the ability to collect arrears from the consumer by leveraging the prepayment transaction according to a unique formula for each consumer as determined by the Municipality.			
3.9	The system must be able to collect all municipal account payments at the vending points. The system must interface seamlessly with the municipal financial billing system on transactional level as per agreed timing.			
3.10	The system must be able to track the history/location of a meter from the time it is delivered to Witzenberg			
3.11	Municipality's main store, through other local stores and points of connection until it is finally scrapped.			
3.12	The system must be capable of interfacing with Witzenberg Municipality's GIS and other 3rd party systems.			
3.13	The system must be operational on a 24 hour per day x 7 days per week x 365 days a year (24 x 7 x 365) basis.			
3.14	All new hardware and software must be guaranteed for the contract period.			
3.15	The maintenance on both the hardware and software must be provided for during the contract period.			
3.16	All new hardware, software and communication equipment installed must be covered by the Service			
3.17	Provider's insurance for the contract period.			
3.18	The Service Provider must be responsible for the supply of all the necessary consumables, e.g. printer paper, printer cartridges, etc.			
3.19	The necessary access must be available to the system for the purposes of auditing and inspection by the internal audit section and the office of the Auditor-General.			
3.20	The system shall interface with Witzenberg Municipality's billing system.			
3.21	The system must allow for debt collection module on municipal accounts.			
3.22	The Vending system must have the capability to vend all meters installed in the Witzenberg Municipality area including the following meters: <ul style="list-style-type: none"> •All STS electricity meters (8 600) •All Propriety electricity meters (3000) 			
3.23	The system shall vend on-line to all installed, existing and commissioned prepayment meters in the municipal area of supply. The municipality shall be indemnified against patent infringement including any damages awarded, attorney costs and the cost of replacing the vending system should patent infringements be awarded against the municipality due to the successful renderers vending system.			
3.24	The vending system must comply with the requirements of National Treasury's Standard Chart of Account specific to local government (m-SCOA for Municipalities).			
3.25	The active Vending System shall be hosted offsite, by the service provider.			
3.26	The back -up Vending System shall be hosted off site, by the services provider			
4.	Mandatory Requirements			
	Software Architecture			
4.1	The hosted online vending system software must be hosted in at least a Tier 3 data centre.			
5.	Reporting System			
5.1	The vending management system must have sufficient system queries to allow for operational management and customer support.			
5.2	The vending management system must have a separate hosted dedicated reporting environment where operational and management reports can be accessed securely via on-line connection as per the prescribed format of the Witzenberg Municipality.			

5.3	Witzenberg Municipality must have the ability to design and extract their own reports.			
5.4	The vending management system must have the capability to interface with reporting applications supporting customizable reports.			
6.	Online Customer Contract Management			
6.1	The system must have the ability to perform online customer contract management via any standard web browser.			
6.2	The following functionality must be available via the online Customer Contract Management web application: <ul style="list-style-type: none"> • Creating new Customers • Creating new Points of Connection • Updating Customer details • Updating Point of Connection details • Link Customers, Points of Connection, Meters • Perform Advanced Customer, Point of Connection and Meter data lookups 			
6.3	The system must support multiple accounts (multiple POC's with a meter) to be associated with a Single customer.			
7.	Online Engineering Operations			
7.1	The system must have the ability to generate engineering tokens (Replacements, Clear Tamper, Clear Credit, Power Limit, Supply Group Key Change, Tariff Index Key Change) online via any standard web browser based on a request from Witzenberg Municipality. This function must only be available to an assigned person/s, and the system must be able to print an audit report of all the changes made. The system must be user access protected and pre-approved by the Witzenberg Municipality.			
8.	Online Auxiliary Account Management			
8.1	The system must have the ability to manage customer specific auxiliary accounts online via any standard web browser. This functionality must include the creation of auxiliary account categories and the definition of the account details such as account balance and collection type.			
9.	Online Asset Management			
9.1	The system must have the ability to receive bulk meters into a store location as well as the ability to move meters between locations online via any standard web browser.			
10.	Online System Configuration			
10.1	The system must have the ability for its system's parameters to be configured online via any standard web browser			
11.	Online System Security			
11.1	The system must have the ability to define online users, user roles and user specific role processes online via any standard web browser.			

The following minimum specifications MUST be complied with and clearly marked to serve as confirmation. Please be advised that no application will be regarded as an acceptable tender/responsive if it fails to meet all the minimum specifications.

The Bidder hereby confirms that the information given above is true and correct:

.....
(Name in Print)

.....
(Signature)

.....
(Capacity)

.....
(Date)

DETAILS OF BIDDER (THE FOLLOWING PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

Name of firm / entity / enterprise	
Trading as (if different from above)	
Postal address of enterprise	Line 1 : _____ Line 2: _____ Town/city _____ Postal code: _____
Physical address of enterprise	Line 1 : _____ Line 2: _____ Town/city _____ Postal code: _____
Contact details of the person signing the bid, being duly authorised to do so:	Name: _____ Telephone: _____ Fax: _____ Cellular telephone: _____ E-mail address: _____
Contact details of the senior manager responsible for overseeing contract performance:	Name: _____ Telephone: _____ Fax: _____ Cellular telephone: _____ E-mail address: _____
Contact Details of the Bidder's proposed Project Manager who will represent the Bidder in the implementation processes:	Name: _____ Telephone: _____ Fax: _____ Cellular telephone: _____ E-mail address: _____
Company income tax number	
Tax Compliance Status System PIN (issued by SARS)	
VAT registration number	
Company registration number	
Any other Registration applicable to this Industry	
Banking details	Name of account holder: _____ Name of bank: _____ Account number: _____ Branch code: _____

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WITZENBERG MUNICIPALITY					
BID NUMBER:	08/2/20/95	CLOSING DATE:	22 JUNE 2023	CLOSING TIME:	10:00
DESCRIPTION	SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, MANAGEMENT OF STS EDITION 2 COMPLIANT PREPAYMENT VENDING SYSTEM (Re-Advertisement)				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
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 [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	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		CONTACT PERSON	C Stevens	
CONTACT PERSON	Ms S Mentor		TELEPHONE NUMBER	023 316 1854	
TELEPHONE NUMBER	023 312 1761 / 5		FACSIMILE NUMBER	023 316 1877	
FACSIMILE NUMBER	023 312 1934		E-MAIL ADDRESS	carmen@witzenberg.gov.za	
E-MAIL ADDRESS	supplychain@witzenberg.gov.za				

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON- FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Name of Bidder:	Bid Number: 08/2/20/95
Closing Time: 10:00	Date: 22 JUNE 2023

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

1. ONCE OFF COST				
ITEM NR	DESCRIPTION	Quantities (A)	Rates (Incl. VAT) (B)	Total price (Incl. VAT) (AXB)
1.1	System set up and training	1		
1.2	Implementation: Interface with financial system	1		
TOTAL CARRIED FORWARD TO SUMMARY				

2. MONTHLY COST (30 days)				
ITEM NR	DESCRIPTION	Quantities (A)	Rates per year (Incl. VAT) (B)	Total price (Incl. VAT) (AXB)
2.1	Licence fees	1		
2.2	Back up, Hosting, Reporting Fees	1		
2.3	Support Costs- All inclusive	1		
TOTAL CARRIED FORWARD TO SUMMARY				

3. VENDING COMMISSION COST				
ITEM NR	DESCRIPTION	Estimated Sales (30 days)	% Commission on estimated sales (Incl. VAT) *	Total Price (Inc. Vat)
3.1	Transaction Fee (Including Free Basic Electricity transactions, Bank charges ect.)	R5 .6 mil		
TOTAL CARRIED FORWARD TO SUMMARY				

(*An all-inclusive rate transaction fee)

SUMMARY

DESCRIPTION	TOTAL BID PRICE (INCL VAT)
1. Once off Cost-system set up, implementation and training	
2. Monthly Cost-License fees , hosting back up and support	
3.Vending cost- Commission charges	
TOTAL BID PRICE (incl. vat)	

NOTE: Bidders are required to bid for all items in the pricing schedule. Failure to do so will deem the bid to be non-responsive. The quantities as indicated above in the pricing schedule are only estimated quantities, based on historical data, and will be used in order to evaluate the bid. This does not in any way guarantee the quantities required. Orders will be placed as and when required by the municipality. Bid prices must be fixed for the duration of the contract period.

Required by:	C Stevens
At:	Municipal Stores, Dromedaris Street, Ceres
Does offer comply with specification?	*YES/NO
If not to specification, indicate deviation(s)
Delivery Period:

Note: Delivery costs must be included in the bid price and delivered to the prescribed destination.

2. VALUE ADDED TAX

The following forms part of the General Conditions of Contract (July 2010):

Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices.

It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

The VAT registration number of the Witzenberg Municipality is **4000-846-206**

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

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 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 yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES** / **NO**

3.10.1 If yes, furnish particulars.

.....

.....

¹MSCM 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 of 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 public 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 exercises control over the company.

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES** / **NO**

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES** / **NO**

3.12.1 If yes, furnish particulars.

.....

3.13 Are 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 yes, 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 yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal income tax reference number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

RESPONSIVENESS AND EVALUATION CRITERIA

NB: Witzenberg Municipality may verify any information submitted in terms of this document and any information that is incorrect may result in the bid being automatically disqualified and not considered further.

RESPONSIVENESS CRITERIA

No bid will be considered by Witzenberg Municipality unless it meets the following responsiveness criteria (for the bid to be considered responsive, the bid **must** meet the following requirements):

- a) The bid must be properly received in a sealed envelope. The outside of the envelope must clearly indicate the bid title, the bid number, the name and address of the bidder and the closing date of the bid.
- b) The bid must be deposited in the relevant bid box as indicated on the notice of the bid on or before the closing date and time of the bid. **Telephonic, facsimile, electronic/ emailed and late bids will not be accepted.**
- c) Bidders must provide a valid Tax Verification Details (Tax reference number and valid third party verification pin) as issued by SARS in order to confirm their tax compliance status. Failure to provide such details may result in your bid being disqualified.
- d) An original or certified copy / copy of the bidder's Broad-Based Black Economic Empowerment (B-BBEE) certificate must be attached to this bid document in order to claim B-BBEE points.
- d) Bids shall be invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:
 1. If the bid is not sealed;
 2. if the bid including the bid price amount, where applicable is not submitted on the official pricing schedule;
 3. if the bid is not completed in non-erasable ink; or
 4. if the name of the bidder is not stated, or is indecipherable
- e) A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.
- f) The official bid document must be fully completed in indelible ink. Where information requested does not apply to the bidder and the space is left blank, bid will be deemed to be non-responsive.
- g) All requested relevant and/ or additional documentation such as Compliance Certificates, professional registration, artisan qualification, etc, must be submitted with the bid document.
- h) Bidders must submit a certified statement signed by the bidder declaring 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 90 days (Annexure A).
- i) The bidder must be in good standing to do business with the public sector in terms of Regulation 38 of the Supply Chain Management Regulations (Government Gazette 27636 of 30 May 2005).
- j) If the entity submitting a bid is a Joint Venture or Consortium or Partnership, each party to that formation must submit all the above information.
- k) The bidder must adhere to the Pricing Instructions. **Bidders are required to bid for all items in the pricing schedule. If not the bid will be considered to be non-responsive.**
- l) **Arithmetical Errors, Omissions and Discrepancies**
 1. Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern
 2. Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers

- a) the gross misplacement of the decimal point in any unit rate;
 - b) omissions made in completing the pricing schedule or bills of quantities; or
 - c) arithmetic errors in:
 - (i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - (ii) the summation of the prices.
3. Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.
4. Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:
- (a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
 - (b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

The tender offer will be rejected if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

- m) The Bidder's details must be provided.
- n) The necessary document authorising the Representative to sign and submit the bid on the bidder's behalf must be completed and signed.
- o) The Declaration of Interests by the bidder must be completed and signed.
- p) The bid must comply with all the minimum technical specifications.
- q) The MBD 9 (prohibition of restrictive practices) must be completed and signed.
- r) Checklist at the back of the bid document must be completed and adhered to.
- s) The bidder must initial every page of the bid document.
- t) The bidder must attach full specifications and warranty details

EVALUATION CRITERIA

- a) All bids received shall be evaluated in terms of the Witzenberg Municipality Supply Chain Policy, Supply Chain Management Regulation, the Preferential Procurement Policy Framework Act no 5 of 2000 and the Preferential Procurement Regulations of 2022 that was promulgated by the Minister of Finance on 04 November 2022 in Government Gazette No 47452.
- b) The Council reserves the right to accept all, some, or none of the bids submitted — either wholly or in part — and it is not obligated to accept the lowest bid.

AREAS TO BE INCLUDED IN EVALUATION PROCESS:

Evaluation of Preference Points

The point's allocation for this bid will be as follows:

Price	80 points
B- BBEE Status Level of Contribution	10 points
Locality of the Enterprise	<u>10 points</u>
Total	<u>100 points</u>

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** 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 tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state 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
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Maximum points for enterprises within Witzenberg Municipal area OR	10	
Maximum points for enterprises within Cape Winelands District region OR	5	
Maximum points for enterprises within the Western Cape Province OR	2	
Outside of the boundaries of the Western Cape	0	
BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of points claimed (80/20 system)
1	10	
2	9	
3	6	
4	5	
5	4	
6	3	
7	2	
8	1	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. 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 tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 MONTHSs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ 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:

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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying **SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, MANAGEMENT OF STS EDITION 2 COMPLIANT PREPAYMENT VENDING SYSTEM (Re-Advertisement)** invitation for the bid made by: **WITZENBERG MUNICIPALITY** does 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)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

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.**

- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



BID NO 08/2/20/95: SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, MANAGEMENT OF STS EDITION 2 COMPLIANT PREPAYMENT VENDING SYSTEM (Re-Advertisement)

Authorisation to deduct outstanding amounts

To: Municipal Manager, Witzenberg Municipality

From: _____
(Name of Bidder or Consortium)

AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO COUNCIL

I, THE UNDERSIGNED,

(FULL NAME IN BLOCK LETTERS)

Hereby authorise the Witzenberg Municipality to deduct the full amount outstanding by the business organization / Director, shareholder, partner, etc from any payment due to us / me.

.....
Signature

THUS DONE AND SIGNED for and on behalf on the Bidder / Contractor

at on the day of 20.....
(Place) (Date) (Month) (Year)

in the presence of the subscribing witnesses.

AS WITNESSES:

1..... Name in Block Letters:
(SIGNATURE)

2..... Name in Block Letters:
(SIGNATURE)

To: Municipal Manager, Witzenberg Municipality

CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDER

BID NO 08/2/20/95: SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, MANAGEMENT OF STS EDITION 2 COMPLIANT PREPAYMENT VENDING SYSTEM (Re-Advertisement)

NAME OF THE BIDDER:

FURTHER DETAILS OF THE BIDDER(S); Proprietor/ Director(s)/ Partner(s), etc:

Physical business address of Bidder	Municipal Account numbers

If there is not enough space for all the names, please attach the additional details to the Bid Document

Name of Director/Member/Partner	Identity number	Physical residential address of Director/Member/Partner	Municipal Account numbers

I, _____, the undersigned,
(full name in block letters)

certify that the information furnished on this declaration form is correct and that I/ we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days. Bidder must attach copy of their municipal account.

Signature

THUS DONE AND SIGNED for and on behalf on the Bidder/ Contractor

at on the Day of 20.....
(PLACE) (DATE) (MONTH) (YEAR)

Please Note:

Even if the requested information is not applicable to the Bidder, the table above should be endorsed and **THIS DECLARATION MUST STILL BE SIGNED.**

CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

The bidder must ensure that the following checklist is completed, that the necessary documentation is attached to this bid document and that all declarations are signed:

**Mark with "X" where applicable*

Items to be checked	Yes	No	Comments
1. Completed page containing the details of bidder			
2. Valid Bidders must provide a valid Tax Verification Details (Tax reference number and valid third party verification pin) as issued by SARS in order to confirm their tax compliance status. Failure to provide such details may result in your bid being disqualified.			
3. An original or certified copy of the bidder's Broad-Based Black Economic Empowerment (B-BBEE) certificate must be attached to this bid document in order to claim B-BBEE points.			
4. Adhered to the pricing instructions (MBD 3.1)			
5. Completed and signed declaration of interest (MBD 4)			
6. Preference points claimed and signed declarations (MBD 6.1 where applicable)			
7. Signed declaration of bidder's past supply chain management practices (MBD 8)			
8. Prohibition of Restrictive Practices (MBD 9) be completed and signed			
9. Bidder must complete the table of current/ previous experience			
10. Completed table of technical specifications			
11. Adhered to pre-qualification criteria			
12. Bidder must initial every page of this bid document			

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name