MATJHABENG LOCAL MUNICIPALITY

BID DOCUMENT

TENDER NUMBER: RFP/01/2025-26

SUPPLY, INSTALLATION, COMMISSIONING, MAINTENANCE AND SUPPORT FOR AN INTEGRATED FINANCIAL MANAGEMENT SYSTEM FOR A PERIOD OF (3) YEARS

SUBMISSION OF BID DOCUMENT DEADLINE:

Date: Tuesday 30 September 2025

Time: 14:00

Venue: Municipal Civic Centre, 319 Stateway, Welkom, 9460

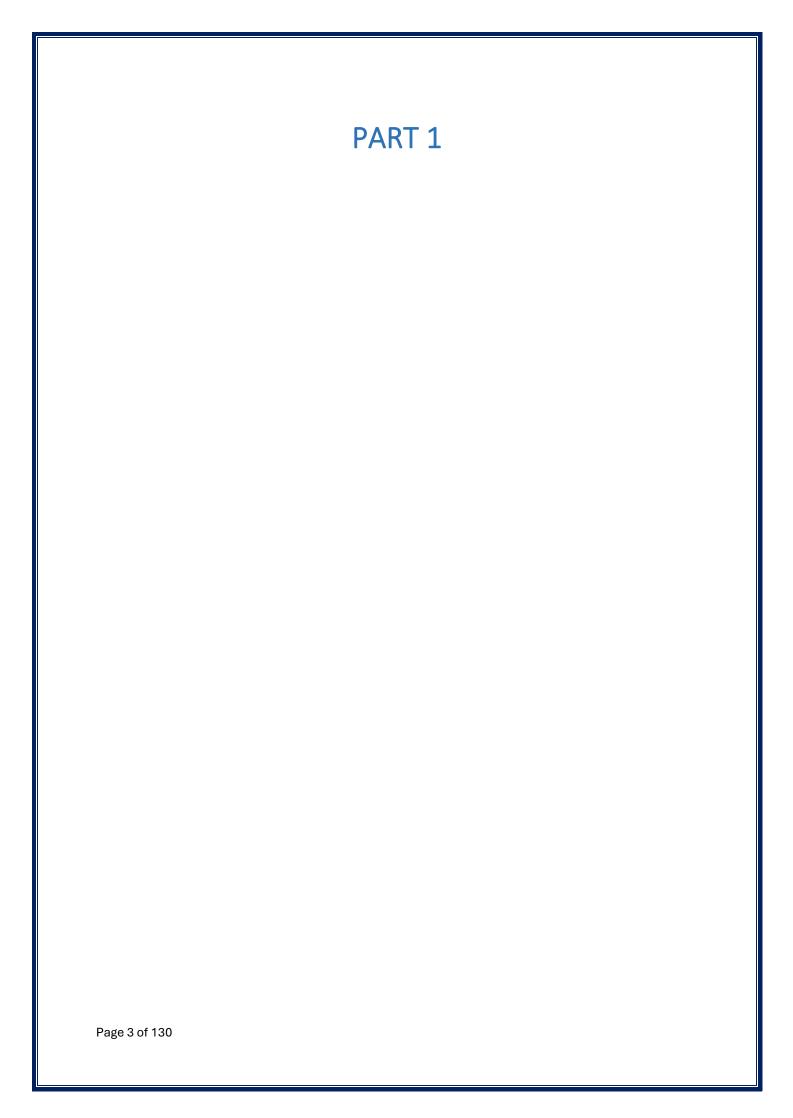| BIDDING RELATED ENQUIRIES	TECHNICAL ENQUIRIES
Finance Dept.: Supply Chain Management Unit	Strategic Support Services.: ICT Unit
Mr. L Sebatane	Dr. T Kukuni
Tel: 057 391 3911	Tel: 057 391 3911
E-mail: lesibos@matjhabeng.co.za	E-mail: tshepo.kukuni@matjhabeng.co.za

NAME OF BIDDER* : ……………………………………………………………………….

PHYSICAL ADDRESS* : ……………………………………………………………………….

: ……………………………………………………………………….

: ……………………………………………………………………….

PHONE NUMBER(S)* : ……………………………………………………………………….

E-MAIL* : ……………………………………………………………………….

CSD REG NO* : ……………………………………………………………………….

TOTAL BIDDING PRICE (VAT INCL.)* : ……………………………………………………………………….

Sealed and clearly marked bids must be placed in the Bid Box at the Municipal Offices, Municipal Civic Centre, 319 Stateway, Welkom not later than 14:00 on the closing date.

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PART 1

PART 1.1: INVITATION TO TENDER

BID INVITATION

	INVITATION					
TENDER NUMBER	DESCRIPTION	EVALUATION CRITERIA APPLICABLE	PRICE (NON-REFUNDABLE)	COMPULSORY BRIEFING SESSION	CONTACT PERSON (TECHNICAL)	CLOSING DATE AND TIME
RFP/01/2025-26	SUPPLY, INSTALLATION, COMMISSIONING, MAINTENANCE AND SUPPORT FOR AN INTEGRATED FINANCIAL MANAGEMENT SYSTEM FOR A PERIOD OF (3) YEARS	1. MANDATORY 2. FUNCTIONALITY 3. 80/20 OR 90/10 FOR PRICE & SPECIFIC GOALS	DOWNLOADABLE FOR FREE ON E-TENDER PORTAL OR PRINTED DOCUMENT AVAILABLE AT THE MUNICIPAL MAIN BUILDING AT R600,00 (SEE ADDRESS BELOW)	N/A	**MR. T KUKUNI 071 457 1911 (TSHEPO.KUKUNI@ MATJHABENG.CO.ZA)**	15/09/2025 MONDAY 14:00

CIDB GRADING: THE CIDB GRADING IS NOT APPLICABLE FOR THE TENDER

ALL SCM RELATED ENQUIRIES TO BE DIRECTED TO: MR. L SEBATANE 057 391 3911 (LESIBOS@MATJHABENG.CO.ZA) AND MS. S MALGAS 057 391 3911 (SYLVIA.MALGAS@MATJHABENG.CO.ZA)	PAYMENT OPTIONS FOR TENDER DOCUMENT: CASH: WELKOM OFFICE AT THE CASHIERS EFT: ABSA BANK, ACCOUNT NO: 4053705465, BRANCH CODE: 632 005, REF: TENDER NUMBER AVAILABILITY OF DOCUMENTS: 11/08/2025	PURCHASED TENDER DOCUMENTS TO BE COLLECTED AT: MATJHABENG LOCAL MUNICIPALITY C/O RYK AND STATEWAY STREET CIVIC CENTRE ROOM 108 WELKOM 9460 ALL COMPLETED TENDER DOCUMENTS TO BE SUBMITTED AT SAME ADDRESS ABOVE IN THE TENDER BOX

PLEASE NOTE:

1. Section 217 of the Constitution of the Republic of South Africa requires an organ of state to contract for goods and services in accordance with a system which is fair, equitable, transparent, competitive and cost effective 2. No bid(s) will be accepted from a person in the service of the state 3. The following shall not be considered; - (i) Tenders received after the closing date and time determined here-in (ii) Tenders of which the envelopes have not been duly marked for identification (iii) Telegraphic, faxed and telephonic tenders or those completed in pencils 4. The lowest bid/proposal will not necessarily be accepted and the Municipality reserves the right to accept where applicable a part or portion of any bid or where possible accepts bids or proposals from multiple bidders 5. Matjhabeng Local Municipality reserves the right to appoint or not appoint 6. Municipal Supply Chain Management Policy and Preferential Procurement policy Framework Act No 5 of 2000 and its regulations will be applied 7. In case where the bid validity period is not indicated in the bid document the validity period shall be 90 days from the closing date of the bid. The Municipality will only communicate the outcome of the bid with the successful bidder.

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Acting - Municipal Manager

Mr. T Panyani

PART 1.2: TENDER CONDITIONS AND INFORMATION

1.2.1 General Conditions of Contract

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

1.2.2 Acceptance or Rejection of a Tender

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

1.2.3 Validity Period

Bids shall remain valid for one twenty (120) days after the tender closure date.

1.2.4 Cost of Tender Documents

Downloadable for free on e-tender portal or printed document available at the municipal main building at R600,00.

1.2.5 Registration on Central Supplier Database

The Municipality will award tenders to prospective suppliers who are not registered on the Database.

1.2.6 Completion of Tender Documents

(a) The original tender document must be completed fully in black ink and signed by the authorized

signatory to validate the tender. Do not use pencils or correction fluid to make corrections. Make corrections, if necessary, only by placing a line across the words/numbers to be corrected and initial next to the amended text. All MBD forms in the tender must be completed and signed by the authorized signatory. Part 5: DECLARATION must be completed and signed by the authorized signatory. Failure to do so will result in the disqualification of the tender.

(b) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.

(c) The complete original tender document must be returned. Missing and re-arranged pages will result in the disqualification of the tender.

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

(e) The tender document as provided by the Municipality's Supply Chain Management Section will be the prevailing document in the event of an inconsistency between the completed submitted tender document by a bidder and the tender document provided by the Municipality.

1.2.7 Compulsory Documentation

1.2.7.1 Tax Compliance Status Letter and PIN

(a) A copy of a Tax Compliance Status Letter and PIN, obtainable from South African Revenue Service (SARS) offices or printed from the SARS website may accompany the bid documents. The onus is on the bidder to ensure that their tax matters with SARS are in order.

(b) In the case of a Consortium/Joint Venture every member may submit a separate Tax Compliance Status Letter and PIN, obtainable from the SARS offices or printed from the SARS website, with the bid documents. The onus is on the bidders to ensure that their tax matters with SARS are in order.

(c) The Tax Compliance Status PIN will be verified by the Municipality on the SARS website.

1.2.8 Other Documentation

1.2.8.1 Construction Industry Development Board (CIDB) (If applicable)

(a) When applicable, the bidder's CIDB registration certificate must be included with the tender, failure to provide the required CIDB Certificate will disqualify the bid.

(b) In case of a Consortium/Joint Venture a Consolidated CIDB certificate must be attached, failure to do so will disqualify the bid.

(c) The Municipality will verify the bidder's CIDB registration during the evaluation process.

1.2.8.2 Municipal Rates, Taxes and Charges

(a) A copy of the bidders municipal account (for the Municipality where the bidder pays his account) for the month preceding the tender closure date must accompany the tender documents. If such a copy does not accompany the bid document of the bidder, the bid will be disqualified.

(b) Any bidder who is in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three (3) months before the bid closure date will be unsuccessful.

(c) If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges.

(d) In the case of a Consortium/Joint Venture all bidders must submit municipal accounts or lease agreements, failure to do so will disqualify the bid.

1.2.9 Authorized Signatory

(a) A copy of the recorded resolution taken by the board of directors, members, partners, or trustees authorizing the representative to submit this bid on the bidder's behalf must be attached to the bid document on submission time.

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

(c) If such a copy of the resolution does not accompany the bid document of the successful bidder, the bid will be disqualified

1.2.10 Site/Information Meetings

(a) Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting give permission to do so.

(b) All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

1.2.11 Samples

Samples, if requested, are to be provided to the Municipality with the tender document or as stipulated. Failure to do so as and when required will result in the disqualification of the tender.

1.2.12 Quantities of Specific Items

If tenders are called for a specific number of items, the Municipality reserves the right to change the

number of such item to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder. The process will be continued to the Municipality's satisfaction.

1.2.13 Submission of Tender

(a) The tender must be placed in a sealed envelope, or envelopes when the two-envelope system is

specified, clearly marked with the tender number, title as well as closing date and time and placed in the Tender Box at the entrance of Municipal Offices, Municipal Civic Centre, 319 Stateway, Welkom not later than 14:00 pm of the closing date. Municipal postal address is not used for this purpose. Only bids hand delivered to the tender box will be accepted.

(b) Faxed, e-mailed and late tenders will not be accepted.

1.2.14 Expenses Incurred in Preparation of Tender

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

1.2.15 Contact with Municipality after Tender Closure Date

Bidders shall not contact the Matjhabeng Local Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Matjhabeng Local Municipality, it should do so in writing to the Matjhabeng Local Municipality. Any effort by the firm to influence the Matjhabeng Local Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

1.2.16 Opening, Recording and Publications of Tenders Received

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

(b) Details of tenders received in time will be recorded in a register which is open to public inspection.

(c) Faxed, e-mailed and late tenders will not be accepted.

1.2.17 **Evaluation of Tenders (two stage bidding)**

<u>**STAGE 1:**</u>

- **Administrative Compliance**

- **Functionality**

- **Technical Proposals On Conceptual Design Or Performance Specifications (Subject To Technical As Well As Commercial Clarifications And Adjustments)**

Administrative Compliance

Over and above the test for responsiveness as described under Part 1.2 of the tender conditions and information, failure of the bidder to submit the following will result in immediate disqualification:

1. Certificate of authority for signatory in the Company Letterhead.

2. Joint Venture (JV) Agreement/Disclosure (if applicable).

3. Copy(s) of Company/CC/Trust/Partnership Registration Certificate (s). This must be submitted for all Members/Partners in case of a Joint Venture/Partnership

4. Municipal Account for the month preceding the tender closure date of the Company which is not more than three (3) months in arrears. This is applicable for lease agreement(s) were the lessor is not responsible for municipal rates and taxes and other municipal service charges. This must be submitted for all Members/Partners in case of a Joint Venture/Partnership.

5. Proof of Central Supplier Database (CSD) registration. This must be submitted for all Members/Partners in case of a Joint Venture/Partnership. If not CSD registered, a Valid Tax Compliance Status Letter and PIN must be submitted. This must be submitted for all Members/Partners in case of a Joint Venture/Partnership.

6. All MBD forms, Declaration and Contract Form in the tender document duly completed and signed.

7. Compulsory documentation/checklist at the end of the bid document must be completed in full and adhered to.

Functionality

The bidder should complete and submit relevant information related to functionality criteria under PART 2 of this document

Technical Proposals On Conceptual Design Or Performance Specifications

The bidder should submit proposals which as a minimum covers the information provided under <u>PART 2</u> of this document. Proposals will be subjected to technical as well as commercial clarifications and adjustments where necessary.

STAGE 2: FINANCIAL OFFER AND PREFERENCE EVALUATION

Financial Offer and Preference Evaluation (80/20) or (90/10)

All responsive bids that qualify by meeting the minimum thresholds for under stage one (1) will then be

evaluated based on price and preference in accordance with the Preferential Procurement

Regulations 2022. The points scored for functionality are not carried over or considered in the calculation of the Financial and Preference evaluation.

The successful proposals will be used for pricing. This will be limited to bidders who have passed tender evaluation stage one (1). Bidder should submit pricing which as a minimum covers the information provided under PART 2 of this document.

The 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

The following formula must be used to calculate the points for price in respect of an invitation for tender for income-generating contracts, with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

Where:

Ps = Points scored for price of tender under consideration.

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

a) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

b) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

c) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

The 90/10 preference point system for acquisition of goods or services with Rand value above R50 million

The following formula must be used to calculate the points out 90 for price in respect of an invitation for tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where:

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

a) A maximum of 20 points (80/20 preference point system) or 10 (90/10) preference points system), will be allocated for specific goals.

b) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

c) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Up to 20 or 10 tender evaluation points will be awarded to tenderers on specific goals as follows:

BBBEE status level:

B-BEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	8	4
3	6	3
4	4	2
5	2	1
6	2	1
7	2	1
8	2	1
Non-compliant contributor	**0**	**0**

(1) A Bidder must submit proof of its B-BBEE status level of contributor.

(2) A Bidder failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but –

a. May only score points out of 80 or 90 for price, and

b. Scores 0 points out of 10 or 5 for B-BBEE status level of contributor.

Locality:

Local area of supplier	Number of Points for Preference	
	80/20	90/10
Within the boundaries of the Municipality	10	5
Outside of the boundaries of the Municipality, but within the Lejweleputswa District Municipality.	6	3
Within the boundaries of Free State Province	4	2
Outside of the boundaries of Free State Province	0	0

(3) 10 points (for 80/20) or 5 points (for 90/10) will be allocated to promote the goal for local area of the bidder. Company registration document/Municipal Account/Lease Agreement must be attached to claim points for this specific goal.

(4) The points scored by a Bidder on specific goals must be added to the points scored for price.

(5) The points scored will be rounded off to the nearest two decimal places.

(6) The contract will be awarded to the tenderer scoring the highest points

1.2.18 Procurement Policy

Bids will be awarded in accordance with the Preferential Procurement Regulations 2022 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000 and its amendments as well as the Municipality's Supply Chain Management Policy.

1.2.19 Contract

(a) The successful bidder will be expected to sign the agreement in this bid document. The signing of both Parts of the Contract Form of this bid document signifies the conclusion of the contract. The Municipality, at its discretion, may request the signing of an additional Service Level Agreement which, together with the signed tender document, will constitute the full agreement between the Municipality and the successful bidder.

1.2.20 Subcontracting

(a) The Contractor shall not subcontract the whole of the Contract.

(b) Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Municipality, which consent shall not be unreasonably withheld.

(c) The contractual relationship between the Contractor and any subcontractors selected by the Contractor in consultation with the Municipality in accordance with the requirements of and a procedure contained within the Scope of Work, shall be the same as if the Contractor had appointed the subcontractor in terms of paragraph (b) above.

(d) Any consent granted in accordance with paragraph (b) or appointment of a subcontractor in accordance with paragraph (c) shall not imply a contract between the Municipality and the subcontractor, or a responsibility or liability on the part of the Municipality to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees

(e) The Contractor shall not be required to obtain such consent for –

(i) the provision of labour, or

(ii) the purchase of materials which are in accordance with the Contract, or

(iii) the purchase or hire of Construction Equipment

1.2.21 Language of Contract

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

1.2.22 Extension of Contract

The contract with the successful bidder may be extended should additional funds become available.

1.2.23 Stamp and Other Duties

The successful bidder will be liable for all duties and costs on legal documents resulting in the

establishment of a contract and for the surety and retentions

1.2.24 Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality because of the award of the contract.

1.2.25 Past Practices

(a) The bid of any bidder may be rejected if that bidder or any of its directors have abused the

municipality's supply chain management system or committed any improper conduct in relation to such system.

(b) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors influenced or tried to influence any official or councilor with this or any past tender.

(c) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its

directors offered, promised, or granted any official or any of his/her close family members, partners or associates any reward, gift, favour, hospitality or any other benefit in any improper way, with this or any past tender.

1.2.26 Validity of B-BBEE certificates:

1. If the certificate was issued by a verification agency the following must be on the face of the certificate:

SANAS logo, unique BVA number, must be an original certificate or certified copy of the original, the name and physical location of the bidder, the registration number and, where applicable, the VAT number of the bidder, the date of issue and date of expiry of the certificate, the certificate number for identification and reference, the scorecard that was used (for example EME, QSE or Generic), the name and / or logo of the Verification Agency, the certificate must be signed by the authorized person from the Verification Agency and the B-BBEE Status Level of Contribution obtained by the bidder.

2. If certificate was issued by an Auditor/ Accounting Officers:

The Accounting Officer's or Registered Auditor's letter head with full contact details, the Accounting

Officer's or Registered Auditor's practice numbers, the name and the physical location of the bidder, the registration number and, where applicable, the VAT number of the bidder, the date of issue and date of expiry, the B-BBEE Status Level of Contribution obtained by the measured entity, the total black shareholding and total black female shareholding, the B-BBEE Status Level of Contribution obtained by the bidder and must be an original certificate or certified copy of the original.

3. If the certificate was issued by registered auditors approved by IRBA

Clearly identify the B-BBEE approved registered auditor by the auditor's individual registration number with IRBA and the auditor's logo, clearly record an approved B-BBEE Verification Certificate identification reference in the format required by the SASAE, reflect relevant information regarding the identity and location of the measured entity, identify the Codes of Good Practice or relevant Sector Codes applied in the determination of the scores, record the weighting points (scores) attained by the measured entity for each scorecard element, where applicable, and the measured entity's overall B-BBEE Status Level of Contribution, reflect that the B-BBEE Verification Certificate and accompanying assurance report issued to the measured entity is valid for 12 months from the date of issuance and reflect both the issuance and expiry date, and the B-BBEE Status Level of Contribution obtained by the bidder and must be an original certificate or certified copy of the original.

4. A sworn affidavit prescribed by the B-BBEE Codes of Good Practice.

Failure To Comply With The Abovementioned Will Result In No Preference Points Being Awarded

1.2.27 Letter of Good Standing from the Commissioner of Compensation (If applicable)

(a) A valid Letter of Good Standing from the Compensation Commissioner or a copy thereof, must

accompany the bid documents unless the bidder is registered on the Central Supplier Database and they have a valid Letter of Good Standing from the Compensation Commissioner or a copy thereof for the bidder on record. The onus is on the bidder to ensure that the Municipality has a valid Letter of Good Standing from the Compensation Commissioner or a copy thereof on record.

(b) In the case of a Consortium/Joint Venture every member must submit a separate valid Letter of Good Standing from the Compensation Commissioner or a copy thereof with the bid documents unless the member is registered on the Central Supplier Database and they have a valid Letter of Good Standing from the Compensation Commissioner or a copy thereof on record for all members of the Consortium/Joint Venture.

(c) If a bid is not supported by a valid Letter of Good Standing from the Compensation Commissioner or a copy thereof, either as an attachment to the bid documents or on record in the case of suppliers registered on the Central Supplier Database, the Municipality reserves the right to obtain such document after the closing date. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

(d) If a bid is accompanied by proof of application for valid Letter of Good Standing from the Compensation Commissioner, the original or copy thereof must be submitted on/or before the final date

of award.

(e) Should a bidder's Letter of Good Standing from the Compensation Commissioner expire during the contract period, a valid certificate must be submitted within an agreed upon time.

(f) The right is reserved to not award a tender if a valid Letter of Good Standing from the Compensation

Commissioner or a certified copy thereof is not submitted within the requested time.

1.2.28 Negotiations

Should the tender prices be higher than the available funds of the client, the client reserves the right to negotiate with the successful bidder to limit the work in accordance with the tender specifications in order not to exceed the available budget.

1.2.29 Joint Ventures

The Joint venture agreement must be submitted as part of the bid documents;

(a) No amendments to Joint venture agreement may be made without the prior approval of the Municipality; if not accepted by the Municipality and the Joint venture continue without approval the Joint venture contract can be cancelled as if poor performance had taken place;

(b) Joint venture will only qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits, together with the submission of the bid, their B-BBEE status level certificate issued in the name of the Joint venture.

(c) All members of the Joint venture must submit, with the bid documents:

- a valid tax compliance status letter and SARS tax PIN, individually;

- certified company registration documents, individually;

- proof of CSD not older than three (3) months, individually;

- an agreement that clearly provides clarity of Profit and liability sharing; and

- a resolution taken by the board of directors of the Joint venture and other information that agrees with the Joint venture agreement as detailed under PART 6.1.

(d) For the evaluation of functionality regarding a Joint venture refer to the functionality section.

1.2.30 Enquiries

Enquiries in connection with this tender, prior to the tender closure date, may be addressed to

Mr. L Sebatane/ Ms. S Malgas both at telephone 057 391 3911 or e-mail at lesibos@matjhabeng.co.za or sylvia.malgas@matjhabeng.co.za

PART 1.3: GENERAL CONDITIONS OF CONTRACT

1.   Definitions

1.   The following terms shall be interpreted as indicated:

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

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

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

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

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

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

1.7   "Day" means calendar day.

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

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

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

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

1.12   "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

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

1.14   "GCC" means the General Conditions of Contract.

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

1.16   "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct

importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.

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

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

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

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

1.21   "Purchaser" means the organization purchasing the goods.

1.22   "Republic" means the Republic of South Africa.

1.23   "SCC" means the Special Conditions of Contract.

1.24   "Services" means that functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25   "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26   "Tort" means in breach of contract.

1.27   "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

1.28   "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

2.   Application

2.1   These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2   Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

2.3   Where such special conditions of contract conflict with these general conditions, the special conditions shall apply.

3.   General

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

3.2   Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4.   Standards

4.1   The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5.   Use of contract documents and information inspection

5.1   The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any

specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2   The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3   Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4   The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6.   Patent Rights

6.1   The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

6.2   When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7.   Performance security

7.1   Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2   The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3   The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque.

7.4   The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8.   Inspections, tests and analyses

8.1   All pre-bidding testing will be for the account of the bidder.

8.2   If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3   If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4   If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5   Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6   Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7   Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal, the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8   The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9.   Packing

9.1   The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2   The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10.   Delivery and documents

10.1   Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

11.   Insurance

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

12.   Transportation

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

13.   Incidental Services

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

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

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

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

     (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the

     parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

     (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation,

     maintenance, and/or repair of the supplied goods.

13.2   Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed

upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for

similar services.

14.   Spare parts

14.1   As specified, the supplier may be required to provide any or all of the following materials, notifications, and information

pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve

the supplier of any warranty obligations under the contract; and; (b) in the event of termination of production of the spare

parts: (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to

procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints,

drawings, and specifications of the spare parts, if requested.

15.   Warranty

15.1   The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2   This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3   The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4   Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5   If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16.   Payment

16.1   The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2   The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

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

16.4   Payment will be made in Rand unless otherwise stipulated.

17.   Prices

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

18.   Variation orders

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

19.   Assignment

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

20.   Subcontracts

20.1   The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21.   Delays in the supplier's performance

21.1   Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2   If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3   The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an

        emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the

        supplier's services are not readily available.

21.4   Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5   Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the

contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not

supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to

cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other

rights, be entitled to claim damages from the supplier.

22.   Penalties

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

23.   Termination for default

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

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any

extension thereof granted by the purchaser pursuant to GCC Clause 21.2; (b) if the supplier fails to perform any other

obligation(s) under the contract; or (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or

fraudulent practices in competing for or in executing the contract.

23.2   In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in

such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be

liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall

continue performance of the contract to the extent not terminated.

23.3   Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4   If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5   Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any

other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may

exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned

person, is or was in the opinion of the purchaser actively associated.

23.6   If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National

Treasury, with the following information:

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

(ii) the date of commencement of the restriction

(iii) the period of restriction; and

(iv) the reasons for the restriction. These details will be loaded in the National Treasury's central database of suppliers or

persons prohibited from doing business with the public sector.

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

24.   Antidumping and countervailing duties and rights

24.1   When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or

the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or

subsidized import, the State is not liable for any amount so required or imposed, or for any such increase.

When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing

right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable

difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts

from moneys (if any) which may otherwise be due to the supplier regarding goods or services which he delivered or

rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to

him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance

security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform

his obligation under the contract is the result of an event of force majeure. 25.2 If a force majeure situation arises, the

supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed

by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably

practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes

bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such

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

purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or

arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual

consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then

either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No

mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3   Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4   Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform them

respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered

according to the prescripts of the contract.

28.   Limitation of Liability

28.1   Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6; (a) the

supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or

damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to

any obligation of the supplier to pay penalties and/or damages to the purchaser; and (b) the aggregate liability of the

supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price,

provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29.   Governing language

29.1   The contract shall be written in English. All correspondence and other documents pertaining to the contract that is

exchanged by the parties shall also be written in English.

30.   Applicable law

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

31.   Notices

31.1   Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other

notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in

writing and such posting shall be deemed to be proper service of such notice.

31.2   The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32.   Taxes and duties

32.1   A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2   A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted

goods to the purchaser.

32.3   No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must

have certified that the tax matters of the preferred bidder are in order.

32.4   No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in

arrears.

33.   Transfer of contracts

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

of the purchaser

34.   Amendment of contracts

34.1   No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and

of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any

waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35.   Prohibition of restrictive practices

35.1   In terms of Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted

practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship

and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2   If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in Section 59 of the Competition Act No 89 0f 1998. 35.3 If a bidder(s) or

contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above,

the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such

item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from

conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the

bidder(s) or contractor(s) concerned.

PART 2

PART 2.1: SPECIFICATIONS (TERMS OF REFERENCE)

Scope of Work

2.1.1 The objective is to provide licensing, maintenance and support to the core municipal financial system and to ensure compliance with a fully integrated ERP (Enterprise Resource Planning) system that will enable the municipality to manage, track and report its financial and associated transactions, inventory, HR and salary, suppliers, bank, customers, fixed assets, billing, and performance management, amongst other functions. The system must be compliant with the mSCOA regulations, and the business processes as and when regulated and amended from time to time.

2.1.2 The municipality reserves the right to extend the appointment after the initial contract period subject to supplier performance reviews and successful operational performance and compliance of the system measured against the National Treasury prescripts and regulations.

Applicable Standards, Specifications and Regulations

2.1.3 Constitution of South Africa, Local Government: Municipal Finance Management Act of 2005, Supply Chain Management (SCM) Regulations of 2005, Preferential Procurement Regulations, 2022, Matjhabeng Local Municipality SCM Policy, Matjhabeng Local Municipality Preferential Procurement Policy,

Rendering of Service

2.1.4 The service provider is to complete the instruction or render the service as and when required. All such instructions shall proceed on the same terms and conditions contained herein, including the fee schedule pertaining thereto.

Pricing Requirements

2.1.5 Tender rates must be in ZAR Currency (Rand).

2.1.6 Tender prices will be regarded fixed, and no additional cost will be added for a period of twelve months after signing of the SLA.

2.1.7 Annual Escalation of not more than CPI % (Consumer Price Index).

2.1.8. No fee will be allowed for drawing an invoice. No fee will be allowed for charges relating to taking instruction or opening of a file.

2.1.9 Tender prices must be inclusive of VAT (if applicable).

2.1.10 All tenders must be valid for up to 90 Days.

Pricing Detail

Below should be completed with the corresponding system specifications as required in the specifications.

2.1.12. Data Migration/Implementation Cost

All master data and balances must be migrated from existing modules and functioning 3rd party systems where applicable, and where necessary/practical transaction must be migrated as well.

A data migration plan must be submitted and should form part of a project plan to be submitted where legacy or third-party systems needs to be incorporated in the current core financial system.

The implementation, redevelopment, enhancements, improvements and any related implementation cost must be provided in detail per functional area, module, and business process.

2.1.13 Training and Support

All users should receive system specific training as well as hands-on practical experience to function independently of the system provider. This is compulsory when any enhancement upgrading or amendments in accordance with the regulated business processes are required.

The service provider is required to annually sign a Service Level Agreement with the municipality in respect of licensing and support and any other required legislated upgrades necessary to conform with the mSCOA regulations, regulated business processes and any legislation or regulations as may be promulgated or amended.

2.1.14 Annual Fees

Annual license fees for the product offering will be considered for payment in advance 30 days from the commencement of each financial year.

Annual maintenance and support charges are payable monthly on submission of invoices and supporting evidence for Subsistence, travelling and other disbursements.

Annual service level agreement fees, where fees are payable to ensure that remote support is available, i.e. helpdesk will be paid monthly upon submission of the invoice.

2.1.15 Hardware Requirements

Hardware requirements to enable optimum performance of the system, if required, must be specified and individually priced when the need arises. It must also comply with the ICT requirements of the mSCOA regulations, and any legislation or regulations as may be promulgated or amended

2.1.16 Assignment Cost & Payment

This section includes payment arrangements in addition to the pricing instructions.

Payment will be made upon completion of major Milestones.

Interim payments on non-completed Milestones will not be made; the payment will only be made with approval of the delivery by the Municipality.

The municipality reserves the right to negotiate annual payment agreements according its cash-flow planning.

2.1.17 System Upgrades/Enhancements

The timeframe for the product deliverable in respect of any enhancements, improvements, new functionality, upgrades to ensure compliance with the requirement of a Fully Integrated System will be agreed with the Service provider for each upgrade, enhancement, improvement and additional functionality.

Training, Data Migration and Handholding must form part of all pricings per individual functionality that is to be rolled out

Minimum requirements

2.1.18 The financial system must be owned by the tendering service provider.

2.1.19 The financial system must be mSCOA compliant.

2.1.20 The financial system must be able to integrate with the IT System of Matjhabeng Local Municipality.

2.1.21. All sections as part of the mSCOA System Module Checklist, Pre-qualification and Compulsory modules and functionalities for the ERP System must be responded to and support evidence provided where requested.

2.1.22 Failure to comply with all the above will result automatic disqualification and not proceeding to evaluation on price and preferential points.

Evaluation

2.1.23 Tenders will be evaluated according to criteria stipulated in PART 1.2.17 and will be in accordance with the Municipal Finance Management Act, Act 56 of 2003 and its SCM regulations), the Preferential Procurement Policy Framework Act, Act 5 of 2000 and its regulations), together with Matjhabeng Local Municipality SCM Policy and Preferential procurement policy.

Special Conditions Of Contract

Duration of Contract

2.1.24 The contract is envisaged to subsist for a period from the date of confirmation of appointment of the Service Provider for the period of 3 years with the possibility of extension. The service provider will be appointed, and a service level agreement will be entered into with the successful bidder and signed by both parties. The contract will be reviewed regularly and may be cancelled at any stage based on the performance of the service provider.

Payments

2.1.25 All payments will be made to the Service Provider within thirty (30) days of receipt of an invoice.

Service Level Agreement

2.1.26 Service level agreement will be entered into with the successful bidder.

2.1.27 Negotiations in respect of the service level agreement must be finalized within fourteen (14) calendar days of receipt of the letter of acceptance by the successful bidder.

2.1.28 The service level agreement entered with the successful bidder will capture the time frames or performance applying to this contract.

2.1.29 Should no agreement be reached within fourteen (14) calendar days of finalizing the Service Level Agreement (SLA), the Municipality will be entitled to: cancel its acceptance of the bid or extend the negotiation period without prejudice to any of its other rights in terms of this contract or common law.

Penalties

2.1.30 In the event of non-compliance with the agreed time frames, Penalty Fees in accordance with clause 22.1 of the GCC under PART 1.3 will be applied. These penalties are fully described in the Service Level Agreement

Fees / Pricing

2.1.31 Bidders are required to expressly cover their proposed fee/price and disbursement structure based on the services they wish to be considered in line with the pricing schedule.

2.1.32 The municipality reserves the right to negotiate any aspect of the proposed fees/pricing disbursements with the preferred bidder(s) and shall not be bound to the fees/pricing and disbursements submitted by any bidder(s).

2.1.33 Pricing according to the pricing schedule is compulsory. No variations will be allowed for any of the components and prices are fixed.

Meetings

2.1.34 Progress meetings will be held as and when required with the successful bidders.

Project Implementation Plan

2.1.35 It is compulsory to submit a project implementation plan of confirmed activities to be undertaken within fourteen (14) days after the award of the bid, and bi-weekly progress report.

Reporting

2.1.36 The service provider is required to report to the client on a monthly basis on the progress made on the project.

Skills Transfer

2.1.37 The service provider will be expected to transfer skills to the internal staff of the Matjhabeng Local Municipality and provide a plan outlining how this will be achieved which will form part of the pre-qualification.

Supremacy Of Special Conditions

2.1.38 The provisions of this section will take precedence over any other condition, term or stipulation in this document.

2.1.39 In the event of any contradiction with any other section in the contract (including the Service Level Agreement) the provisions of this section will take precedence

Name of system providing functionality		Module	General specifications

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Access control of all systems and modules should as a minimum adhere to the following: Minimum Information Security Standards.	☐	☐	☐				
1.1. Authentication, authorization and cryptographic security technologies and digital certificates must be given high emphasis throughout the entire system including but not limited to the application, data processing, data storage, data communications and user access.	☐	☐	☐				
1.2. Must integrate secondary authentication systems such as biometric devices for users that provide access to critical modules, processes and digital signatures or similar technologies to prevent document tampering.	☐	☐	☐				
1.3. Must support complex user profiles, with segregation of duties, in order to limit user rights beyond the transaction, but to also include content sensitive measures such as organisational structure, payroll, costing, project, source of funding, other segmented transactions or other system objects needed to ensure confidentiality of information and transactional integrity.	☐	☐	☐				
1.4. Online approval and authorization with electronic signature capabilities of transactions via integrated security systems and segregated functionality. This should be provided through application of appropriate security policies and internal service level agreement between various units.	☐	☐	☐				
1.5.Comprehensive on-line audit trail of all transactions at a transaction level must be available. This is in order to identify date, time and the user who initiated, approved or amended any transaction, including workflow. The administrator must be able to customize this for enhanced analysis and reporting.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1.6. Additionally, the audit trail on all activities on the system, date, time and responsible user stamped. This must be done to the extent that an activity log can be drawn from the system, outlining a particular user's activities on the system for the entire workday.	☐	☐	☐				
3. Period Control	☐	☐	☐				
3.1. Monthly period closure and certification within the statutory reporting dates. No backdating of transactions is allowed.	☐	☐	☐				
3.2. Balancing of the sub-system with control accounts must be a condition of any period closure.	☐	☐	☐				
3.3. Year-end closures period 12 as at 30 June (of the current year) result in a transactional transfer of opening balance to period one in the following year.	☐	☐	☐				
3.4. Finalisation and submission of annual financial statements (AFS) period 13 results in opening balance transactional transfer of only the transactions of period 13	☐	☐	☐				
3.5. Audit periods with allowed audit approved journals occur in period 14 and result in opening balance transactional transfer of only the transactions of period 14.	☐	☐	☐				
3.6. Accommodate a period 15 for prior period errors (GRAP3). This require all previous and relevant charts to be available at all time without reloading previous charts	☐	☐	☐				
3.7. Any corrections of prior period error(s) result in opening balance transactions in the subsequent years.	☐	☐	☐				
3.8. Period closing, finalisation and audit period corrections are opening balance transactions in the current open period as well as normal transactions in the audit periods.	☐	☐	☐				
4. Integration							
4.1 Sub-system(s)/modules or ledgers must, without(manual) intervention or manipulation, integrate and constantly balance with the core financial system.	☐	☐	☐				
4.2. Enable drill down from the general ledger (GL) to sub-system source transactions to transactional level.	☐	☐	☐				
5. Help function user manual	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
5.1. The System must include an online procedural manual facility that allows for the recording and updating of all relevant processes to aid the users of the system.	☐	☐	☐				
5.2. The manual must be context specific and accessible from any input screen in the system.	☐	☐	☐				
5.3. Functionality is required to permit a duly authorised user to maintain the user manual.	☐	☐	☐				
6. Document and transaction control	☐	☐	☐				
6.1. The solution must include the online recording of all transactions with a unique transactional identifier and a date/ time stamp format which records transactions in all systems.	☐	☐	☐				
6.2. It is important to note that no records are physically deleted. Deleting a record in the context of the Solution means to 'flagging as deleted', the record so that it is no longer visible or active and does not present 'clutter' to normal users.	☐	☐	☐				
6.3. However, duly authorised users may view or report on logically deleted records.	☐	☐	☐				
7. Training and Skills transfer	☐	☐	☐				
7.1. End User Training which includes both theoretical as well as practical training.	☐	☐	☐				
7.2. Complete Solution Hand Over to Municipal Project Team including full documentation.	☐	☐	☐				
7.3. Deployment of an IT strategy for maintenance and future developments.	☐	☐	☐				
8. Tax & VAT	☐	☐	☐				
8.1. Fully integrated and approved VAT handling capabilities incorporating all statutory required documentation.	☐	☐	☐				
9. Business Intelligence (BI)	☐	☐	☐				
9.1. Business intelligence must be an integral part of the ERP system, BI must be embedded and must enable management to extract information from all business modules and allow for interactive and intelligent report generation	☐	☐	☐				
10. Artificial Intelligence (AI)	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
10.1 AI must be embedded and able to seamlessly integrate with the entire ERP system, it must allow for smart queries, assist in enhancing functionalities, communication, improvement of business processes and communication with the public through customer interphase and smart bot functionality.	☐	☐	☐				

Name of system providing functionality		Module	IDP & Budget

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. IDP	☐	☐	☐				
1.1. The system should be able to link budgeting to final integrated development plan (IDP) priorities.	☐	☐	☐				
1.2. Budgeting on the factual elements of typical work streams.	☐	☐	☐				
1.3. Budgeting on the factual elements of municipal operational and running cost.	☐	☐	☐				
1.4. Enable users with budget and management information to determine funding adequacy of the budget to ensure the budget is funded. (Municipal Budget and Reporting Regulations, 2009(MBRR)).	☐	☐	☐				
1.5. Incorporation of sub-module's elements.	☐	☐	☐				
1.6. Tracking of the budget process plan and timetable.	☐	☐	☐				
1.7.Automated workflow for departments' submissions as per budget guideline documents.	☐	☐	☐				
1.8.Comparison capabilities for department budget submissions, scenario's &recommendations.	☐	☐	☐				
1.9.Planning of secondary costing i.e. Departmental charges, internal recoveries and activity-based charges.	☐	☐	☐				
1.10.The system should be able to link Expenditure and Revenue to All segments of mSCOA.	☐	☐	☐				
1.11.Track, compare and report on budget versus actual amounts for year 1 of the medium-term revenue and expenditure framework (MTREF) as per mSCOA Regulation requirement.	☐	☐	☐				
1.12.Enable what-if inter-operability and modelling between the municipality's main budget module and the sub-budget modules.	☐	☐	☐				
1.13.The statutory budget submission to the National Treasury local government Database (LG Database);	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1.14.Data extraction from the mandatory six(6) segments on the mSCOA classification framework and upload to the National Treasury local government Database (LG Database) portal.	☐	☐	☐				
2. Main Budget & Monitoring	☐	☐	☐				
2.1. Allow the public to provide comments on the budget electronically via the municipality's website. These comments together with the comments received from public sessions to be populated/consolidated onto a tool that can be accessed by the public and councilors.	☐	☐	☐				
2.2.Automate the virement process as per the virement policy	☐	☐	☐				
2.3.Provide the annual procurement plan	☐	☐	☐				
2.4.Provide the annual procurement plan.	☐	☐	☐				
3. A revenue sub-ledger budget module that as a minimum:	☐	☐	☐				
3.1. Calculate and spread budgets based on current consumption and database history.	☐	☐	☐				
3.2. Measure and flag anomalies of the current database history against alternative information sources such as the Surveyor General (SG), Deeds Office and valuation rolls to ensure completeness of budgeting and actual billing.	☐	☐	☐				
3.3.Provide functionality for township development and populate amounts and consumption on average per type of connection in this development.	☐	☐	☐				
3.4.Provide for the adjustment of distribution losses based on anticipated remedial actions on the sales loss as identified by the water and electricity distribution loss templates. Zero consumption account based on average and type of use tariffs.	☐	☐	☐				
3.5.Create projected growth and tariff calculations taking into account the provision for bad debt and material losses.(In this regard transacting on the "Regional" segment is crucial for GRAP104 type calculations).	☐	☐	☐				
3.6.Planning of secondary costing i.e. Departmental charges, internal recoveries and activity-based charges informing cost reflective tariffs.	☐	☐	☐				
3.7.Review of sundry tariffs.	☐	☐	☐				
3.8.Supply the general ledger's "main budget module"-budgets with the full mSCOA segments as a budget line. It should be able to provide this for revenue, expenditure and balance sheet items.	☐	☐	☐				

Name of system providing functionality		Module	Performance management

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Seamless integration with the budgeting module	☐	☐	☐				
2. The compilation and solution to capture the service delivery- and budget implementation plan (SDBIP) measurable performance indicators and the assignment of tasks to specific managers	☐	☐	☐				
3. Ensuring that policies and Municipal By-laws are aligned to the developmental nature of the municipality and give effect to the measurable performance objectives and service delivery- and budget implementation plan (SDBIP) of the municipality (for staff and political office-bearers)	☐	☐	☐				
4. Ensure that internal municipality delegations are updated and assigned and formally accepted by individuals	☐	☐	☐				
5. Manage and control external service mechanisms/ providers via a contract management component that ensures delivery, sign-off and minutes are contained in a single point of entry	☐	☐	☐				
6. The contract management module should monitor key deliveries and invoke penalty clauses, retentions and consequences incases of persistent breach of contract. This include listing of transgressors on the National Treasury website under the appropriate listing for transgressors	☐	☐	☐				
7. A performance management module that manages the contracts of senior management and allows for electronic submissions and 'portfolio of evidence' management	☐	☐	☐				
8. The performance management module should assist in consequence management and record any such actions	☐	☐	☐				
9. The performance management system should as a minimum produce the following documents:	☐	☐	☐				
9.1. The integrated development plan (IDP) for publication;	☐	☐	☐				
9.2. The service delivery- and budget implementation plan (SDBIP);	☐	☐	☐				
9.3. The service level agreements (SLA's) and performance contracts;	☐	☐	☐				

9.4. Reporting on service delivery- and budget implementation plan (SDBIP) indicators(inclusive of financial performance indicators); and	☐	☐	☐				
9.5. The municipality's annual report.	☐	☐	☐				
10. Link the service delivery- and budget implementation plan (SDBIP) and workflow to show progress on projects and include links to service delivery scorecards and municipal procurement plans.	☐	☐	☐				
11. HR & Payroll - Performance Management linked to SDBIP	☐	☐	☐				

Name of system providing functionality		Module	Reporting mechanisms

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Annual Financial Statements	☐	☐	☐				
1.1. Integration and automation of the annual financial statements (AFS) in terms of GRAP standards applicable, as well as monthly MFMA section 71 reports(financial management statements).	☐	☐	☐				
2. Business intelligence reporting solutions	☐	☐	☐				
2.1. Report Writer	☐	☐	☐				
2.1.1. The report writer should have a user configurable application utility like Sequel server reporting server (SSRS).This must include sample reports configured as well as standard reports. This will allow for consistency in reporting and best of client base reports that can be shared in the whole-of-municipal environments;	☐	☐	☐				
2.1.2. Alternatively, an effective, flexible report-writing facility with access to the database dictionary is required;	☐	☐	☐				
2.1.3. Ensure that mSCOA segmented reports can be produced on any level of the mSCOA chart with any combination of segments;	☐	☐	☐				
2.2. Management Dashboards - There should be a management dashboard that displays at the Municipal Manager's(accounting officer) and senior managers' offices, the key performance areas information in a continues real time update. This should as a minimum:	☐	☐	☐				
2.2.1. Assist the municipal manager to adhere to MFMA section 70 by providing early warning of impeding financial distress;	☐	☐	☐				
2.2.2. Monitor the financial progress of grants, programs and capital projects (as per the annual service delivery-and budget implementation plan (SDBIP));	☐	☐	☐				
2.2.3. Monitor performance of debt recovery and creditor payments;	☐	☐	☐				
2.2.4. Reflect budget versus actual performance of the votes / functions of the municipality.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
2.3. Allow for the export of data via reports in commonly used file formats which is normally associated with spread sheet and other data base applications.	☐	☐	☐				
3. National Treasury Portal and other statutory submissions	☐	☐	☐				
3.1. Statutory submission to the National Treasury local government Database (LG Database);	☐	☐	☐				
3.2. mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them:	☐	☐	☐				
3.2.1. The annual procurement plan - actual versus budget;	☐	☐	☐				
3.2.2. The asset maintenance plan - actual versus budget;	☐	☐	☐				
3.2.3. Annual Financial Statements (AFS);	☐	☐	☐				
3.2.4. Annual report;	☐	☐	☐				
3.2.5. VAT returns 201 reconciliations:	☐	☐	☐				
3.2.6. PAYE and 501 reconciliations;	☐	☐	☐				
3.2.7. IRP 5; and	☐	☐	☐				
3.2.8. Unemployment Insurance Fund (UIF) forms	☐	☐	☐				

Name of system providing functionality		Module	Risk Management

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
Internal Audit	☐	☐	☐				
1.1. Issue audit findings and risk registers and invoke consequence management procedures	☐	☐	☐				
External Audit	☐	☐	☐				
2.1. Escalation and classification of matters influencing auditors' opinion	☐	☐	☐				
3. Back up and data recovery	☐	☐	☐				
3.1. Data backup procedures must be continuous and roll back. Recovery should be at the maximum extent possible and not cause system down time "RAID configuration"	☐	☐	☐				
3.2. Disaster recovery sites are either off site at the municipality or cloud-based solutions that are to be tested regularly	☐	☐	☐				
3.3. Daily, weekly, monthly and yearly backups must be documented and signed off	☐	☐	☐				

Name of system providing functionality		Module	DOCUMENT AND WORKFLOW MANAGEMENT

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
Internal Audit	☐	☐	☐				
1.1. Integrated workflow Request for Information management tool, backed by document management	☐	☐	☐				
1.2. Ability to obtain base transactional information 'View Only' ability	☐	☐	☐				
1.3. Ability to request sample transactions from all sub and core financial systems. This includes documents as loaded via the document management systems.	☐	☐	☐				
Continues workflow on risks identified to ensure mitigation.	☐	☐	☐				
2. External Audit (Public Audit Act, 2004)	☐	☐	☐				
2.1. Workflow and incident management tool to ensure progressive dealing with Request for Information and Communication of Audit findings.	☐	☐	☐				
2.2. Document management to ensure delivery of responses and documents requested on 'Request for Information' or' Communication of Audit findings' to AG.	☐	☐	☐				
2.3. Real time system (date time stamped)electronic responses to AG queries and continued internal escalation of non-responded queries.	☐	☐	☐				
2.4. Escalation and continuous request for 'auditor conclusion' on responded communication of audit findings.	☐	☐	☐				
2.5. Compilation and workflow on audit recovery plans.	☐	☐	☐				
3. Audit Committee - Audit Charter	☐	☐	☐				
3.1. Document management and workflow to ensure resolution tracking is achieved.	☐	☐	☐				
4. System Configuration – Integration	☐	☐	☐				
4.1. Document management must occur at the capturing point of all transactions.	☐	☐	☐				
4.2. Create workflow and exception reporting mechanisms.	☐	☐	☐				
5. Document Management	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
5.1. Support secure and reliable document management including, but not limited to:5.1.1. Document sharing.5.1.2. Dedicated registry for document filling.5.1.3.Document tracking.5.1.4. Secure access to documents.	☐	☐	☐				
5.2. Document management should originate at the lowest level of transaction. (i.e. Invoices should originate from creditors module)	☐	☐	☐				
5.3. Scanned documents and images to be linked to each enquiry of the system (e.g. Assistance-to-the-Poor application scanned forms to be linked to the customer identification number on the system)	☐	☐	☐				
6. Workflow must allow for reviews of:	☐	☐	☐				
6.1. The tariff policy referred to in section 74 of the Municipal Systems Act, 2000;	☐	☐	☐				
6.2. The rates policy as required in terms of the Municipal Property Rates Act, 2004;	☐	☐	☐				
6.3. The credit control and debt collection policy referred to in section 96 of the Municipal Systems Act, 2000;	☐	☐	☐				
6.4. The supply chain management policy referred to in Chapter 11 of the MFMA,2003;	☐	☐	☐				
6.5. The annual procurement plan;	☐	☐	☐				
6.6. The asset maintenance plan;	☐	☐	☐				
6.7. Any amendments made/ proposed to the municipality's policies or By-laws;	☐	☐	☐				
6.8. The rates and tariffs promulgation;	☐	☐	☐				
7. Automated Workflow	☐	☐	☐				
7.1. Where authorizations are across line functions, the process must be automated. Examples are deviations (section 36),Subsistence and Travel claims, Personnel Requisition, Transfer of funds (virement Policy), Asset Transfer, Clearance forms, Works orders, Leave applications, etc.	☐	☐	☐				

Name of system providing functionality		Module	Accounts Payable

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Supplier maintenance	☐	☐	☐				
1.1. Post supplier invoices, credit- and debit notes. Select documents to pay with payment dates	☐	☐	☐				
1.2. Make payments and part payments. Allow for future and scheduled payments	☐	☐	☐				
1.3. Align suppliers with debtors and HR modules	☐	☐	☐				
2. Accounts Payable	☐	☐	☐				
Must include, at a bare minimum but not limited to:	☐	☐	☐				
2.1. Goods received notes for full or partial deliveries aligned to authorised issued purchase orders. Goods return notes with debit and credit orders	☐	☐	☐				
2.2. Invoicing for goods received notes as partial or multiples invoice payments. Settlement discounts as allowed by suppliers	☐	☐	☐				
2.3. Selection of invoice payments on various platforms. Bulk payment of invoices including direct linking to the banking sector. Producing of electronic remittance statements with automated distribution	☐	☐	☐				
2.4. Direct invoice payment such as Eskom	☐	☐	☐				
2.5. Sundry payments generated from payroll, billing or manual S&T transactions	☐	☐	☐				
2.6.Re-occurring and scheduled payment such as lease amounts or quarterly loan repayments	☐	☐	☐				
2.7.Retention register with automated update, pay-out and balancing	☐	☐	☐				
2.8.A cession register linked to the PMU with automated allocations	☐	☐	☐				
2.9.Age analysis of creditors with supporting reports	☐	☐	☐				
2.10.Must be able to calculate accounts payable VAT reconciliations (including calculations on returns and discounts)	☐	☐	☐				
2.11.The option to scan and store invoices and other documents on the supplier;	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
2.12.A web portal for suppliers to enquire on payment status and uploading/submitting of invoices	☐	☐	☐				

Name of system providing functionality		Module	General Ledger

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Contains all the accounts for recording transactions relating to municipalities assets, liabilities and net assets as per mSCOA segments	☐	☐	☐				
2. Is a central repository for accounting data transferred from all sub-ledgers e.g. supply chain, revenue, cash management, fixed assets, purchasing, debt control, billing, prepaid, and projects, etc.	☐	☐	☐				
3. Reflect transactions posted in the sub-ledgers immediately in the main ledger thereby ensuring the financial integrity of the entire system without the need for manual reconciliations between main and sub-ledgers	☐	☐	☐				
4. Notwithstanding the above and due to probable packet loss, a routine is required to ensure that the general ledger and sub-ledger is in balance. This must be done by enforcing daily closing routines with subsequent blocking of opening routines if out of balance occurrence with control accounts is observed	☐	☐	☐				
5. Drill down to transactions from the general ledger (GL) to the sub-ledger or 3rd party system for an audit trail	☐	☐	☐				
6. Journal capturing capabilities (including reversible and recurring journals) including electronic approval	☐	☐	☐				
7. Reporting functionality for all financial reports in the full mSCOA segmented transactions	☐	☐	☐				

Name of system providing functionality		Module	Insurance management

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1.1. Provide an insurance claims register with direct linking to the asset's module	☐	☐	☐				
1.2. Derive valuation of assets to calculate insurance premiums from the asset register	☐	☐	☐				
1.3. Write-off of assets from the insurance module must update and transact on the asset register as well as the GL	☐	☐	☐				
1.4. Workflow with document management and reporting must be available	☐	☐	☐				

Name of system providing functionality		Module	Investment management

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. An investment register with notifications/responses for the end of fixed investment periods (date of maturity) incorporated within the workflow. Updates from cashbook and payments must be seamless.	☐	☐	☐				
2. Produce a reconciliation of the investment register with all required documentation.	☐	☐	☐				
3. Investment Management and Register (parameter driven)	☐	☐	☐				

Name of system providing functionality		Module	Loan Management

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Loan Register	☐	☐	☐				
A loan register capable of calculating repayments and schedule payments within the workflow.	☐	☐	☐				
1.2. Produce a reconciliation of the loan register with all required documentation.	☐	☐	☐				

Name of system providing functionality		Module	Costing

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. A full costing module aligned to the mSCOA costing segment to assist in calculation of tariffs and real costs. Charges must have a direct effect on tariffs. Therefore, it will be necessary to ensure direct link to Provisioning and payroll modules exist etc. Through the application of internal billing departmental charges or activity-based recoveries.	☐	☐	☐				
2. Management reporting on all charges should be available for reports as well as dashboard information.	☐	☐	☐				

Name of system providing functionality		Module	Project management

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Project Creation & Planning	☐	☐	☐				
1.1. A comprehensive project module that allows for integrated development plan(IDP) objectives to be transferred into the project module for planning, budgeting and ultimately reporting purposes.	☐	☐	☐				
1.2. The municipal budget module must be aligned to the project module.	☐	☐	☐				
1.3. Projects registered in the project module must be aligned to the mSCOA Project segment.	☐	☐	☐				
1.4. All segmentation of mSCOA must be incorporated into the project module, whereby a project-based budget is produced, informed by the integrated development plan (IDP) and giving input to the annual service delivery- and budget implementation plan (SDBIP).	☐	☐	☐				
1.5. Capital acquisition, maintenance and replacements must be driven from the project module.	☐	☐	☐				
1.6. Operating budget items such as operating expenditure on repairs and maintenance, operational costs and typical work streams must originate from the project module.	☐	☐	☐				
2. Project Management	☐	☐	☐				
2.1. Project management and stakeholder inputs must be controlled by clear business processes and user access controls.	☐	☐	☐				
2.2. Projects net completed within a financial year must be carried over and work-in-progress (WIP) items registered.	☐	☐	☐				
2.3. Project managers should have full access to their projects within the limitations of the budget and internal policies.	☐	☐	☐				
2.4. Workflow processes must assist in project maintenance.	☐	☐	☐				
2.5. Strict budget control as per the approved integrated development plan (IDP) must be maintained.	☐	☐	☐				
3. Supply Chain Management (SCM) –Projects	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
3.1. Must be able to support the generation of mandatory budget pricing at the beginning of the project and the maintenance thereof.	☐	☐	☐				
3.2. Follow accepted project management methodology through workflow and document management.	☐	☐	☐				
3.3. Allow for incentives, penalties and returns.	☐	☐	☐				

Name of system providing functionality		Module	Cash management

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
Cashbook	☐	☐	☐				
1.1. Automated receipting of bank deposits received	☐	☐	☐				
1.2. Automated passing of journals for interest and other bank charges.	☐	☐	☐				
1.3. Electronic payment of creditors and salaries	☐	☐	☐				
Bank Reconciliation	☐	☐	☐				
2.1. A fully integrated and automated cashbook module that links to the banking sector and allows for at least:	☐	☐	☐				
2.2. Allow for multiple bank accounts and sweeping between accounts;	☐	☐	☐				
2.3. Automated receipting of debtor payments and other monies received;	☐	☐	☐				
2.4. Automated passing of journals for interest and other bank charges;	☐	☐	☐				
2.5. Automated clearing of system generated transactions such as payments; and	☐	☐	☐				
2.6. Automated clearing of cash received in the general ledger (GL) to the bank account;	☐	☐	☐				
2.7. Automated reconciliation of bank statements to the ledger and supplying supporting documentation for management.	☐	☐	☐				
2.8. Forecasting of cash must be available on a dashboard.	☐	☐	☐				
2.9. Support mSCOA segmentation in the cashbook module.	☐	☐	☐				
3. Petty Cash	☐	☐	☐				
3.1. A petty cash module that would allow for accounting for petty cash transactions and subsequent budget allocations and control as per mSCOA.	☐	☐	☐				
3.2. Internal cash receipt with drawdown of petty cash.	☐	☐	☐				
3.3. Automated payment requests with user authorization and access control.	☐	☐	☐				
4. The Cash Management System must at least accommodate, but not be limited to:	☐	☐	☐				
4.1. Investment Management and Register (parameter driven).	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
4.2. Interest Received and interest expense reconciliation	☐	☐	☐				
4.3. Cash Flow Management which includes forecasting and analysis and full integration with the budget and financial accounting modules	☐	☐	☐				
4.4. Funds management and budget availability control	☐	☐	☐				

Name of system providing functionality		Module	Cash management

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. All consumable items in terms of the classification framework are purchased via an inventory principal. This include direct purchases like pens, stationary, etc.	☐	☐	☐				
2. In terms of the above, all systems should cater for a stores module be it virtual or actual that will allow management to control the consumable items in an effective and controlled manner.	☐	☐	☐				
3. The stores module must seamlessly integrate and balance with the core financial system.	☐	☐	☐				
4. Where a full stores module is operational, high value items should annually be measured to establish whether any of these items should be capitalized as 'assets.	☐	☐	☐				
5. Normal functions should be included as standard best practice and should include but not be limited to:	☐	☐	☐				
5.1. Warehouse management	☐	☐	☐				
5.2. Acquisitions	☐	☐	☐				
5.3. Stock Level Management	☐	☐	☐				
5.4. Disposals	☐	☐	☐				
5.5. Automated consumable stores stock	☐	☐	☐				
count sheets (departmental stores)	☐	☐	☐				

Name of system providing functionality				Module			SCM & Contract Management

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Supplier Maintenance	☐	☐	☐				
Creating a supplier database.	☐	☐	☐				
2. Supply Chain Management (SCM)	☐	☐	☐				
2.1. Allow for requisition from the annual procurement plan;	☐	☐	☐				
2.2. Align requisition to be project based;	☐	☐	☐				
2.3. Supplier rotation management (parameter driven);	☐	☐	☐				
2.4. Supply Chain Deviation Management Facility in terms of legislation;	☐	☐	☐				
2.5. Adhere to the municipality's delegation of duties and authority levels;	☐	☐	☐				
2.6. Electronically validate against the National Treasury database for prohibited, employees of state and related parties and invite tenders based preferential procurement principals;	☐	☐	☐				
2.7. Electronically manage the invitation, bid closure and adjudication process with a full document management server unpinning the cycle;	☐	☐	☐				
2.8. Record and electronically store the bid adjudication committee's meeting minutes and store the minutes on the document management server;	☐	☐	☐				
2.9. Ensure the service level agreement (SLA)and allocation letters are electronically archived prior to any payment being made;	☐	☐	☐				
2.10. Enforce where applicable retention enforcement and manage retention registers;	☐	☐	☐				
2.11. Ensure tax clearance management for the duration of the contract;	☐	☐	☐				
2.12. Integrate with the asset management system;	☐	☐	☐				
2.13. Ensure that all payments are made within30 days of receipt of an invoice: therefore, and	☐	☐	☐				
2.14. Ensure that full accrual is done at month-end and year-end cut-off periods.	☐	☐	☐				
3. Supplier Evaluation	☐	☐	☐				
3.1. Evaluate supplier performance in accordance with contract deliverables.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
3.2. Update incentives and penalties to supplier database.	☐	☐	☐				
3.3. Automate notification alerting relevant system users when a supplier's BEE certificate and tax certification reach expiry date	☐	☐	☐				
4. Request for quote, quotations and Request for proposals	☐	☐	☐				
4.1. Maintain a Request for quote, quotations and proposals database linked to suppliers.	☐	☐	☐				
4.2. Automated notification of price differences outside of approved variance.	☐	☐	☐				
4.3. Automated evaluating of quotations with parameters.	☐	☐	☐				
4.4. Comparative tables for allocation of bids.	☐	☐	☐				
4.5. Automated notification and ordering system.	☐	☐	☐				
4.6. Workflow and document management in quotation process.	☐	☐	☐				
5. Purchase Order Processing (PO)	☐	☐	☐				
5.1. Allow for automated purchase orders from approved requisitions.	☐	☐	☐				
5.2. Electronic authorizing and signing of purchase orders (PO's) through workflow process.	☐	☐	☐				
5.3. Automated sending of purchase orders (PO's) to supplier through email and/or fax.	☐	☐	☐				
5.4. Processing of partial order deliveries with automated reminders of outstanding items.	☐	☐	☐				
5.5. Automated transfers of outstanding orders to future periods with budget controls.	☐	☐	☐				
5.6. Align purchase order (PO) deliverables to the annual service delivery- and budget implementation plan (SDBIP).	☐	☐	☐				
Contract Management	☐	☐	☐				
6.1. Contract management through workflow and audit trail.	☐	☐	☐				
Requisitions	☐	☐	☐				
7.1. Different requisition origination such as online, manual, stores and other modules.	☐	☐	☐				
7.2. Project based requisition forms.	☐	☐	☐				
7.3. mSCOA segmented capturing.	☐	☐	☐				
7.4. Ability to attach documents to online requisitions such as drawings or specifications.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
7.5. Must support full workflow and electronic signatures.	☐	☐	☐				

Name of system providing functionality		Module	Grant management

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
Provide for a grant register linked to ledger accounts.	☐	☐	☐				
Automate receipt allocation of grants.	☐	☐	☐				
Automate payment allocations and transfers from unspent accounts to revenue.	☐	☐	☐				
Link to mSCOA funding source with budget control.	☐	☐	☐				
Provide for reporting in accordance with the mSCOA Regulation and internal control.	☐	☐	☐				

Name of system providing functionality		Module	Assets Management

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Asset management sub-ledger budget module that as a minimum:	☐	☐	☐				
1. Asset management sub-ledger budget module that as a minimum:	☐	☐	☐				
Allows budgeting for "new capital" projects requested in the integrated development plan (IDP).	☐	☐	☐				
1.2. Anticipates completion and subsequent operational costs of these "new capital "projects.	☐	☐	☐				
1.3. Calculates existing and anticipates new planned assets' maintenance, insurance and a percentage of "un-planned "maintenance.	☐	☐	☐				
1.4 Calculates depreciation, taking into account the impact of major repairs.	☐	☐	☐				
1.5. Calculates profit or loss on planned disposals.	☐	☐	☐				
1.6. Provides for a (contract) retention payment schedule.	☐	☐	☐				
1.7. Provides for grant and work-in-progress (WIP) or contract management payment schedules to assist the main budget module with its forecasting and cash flow management.	☐	☐	☐				
1.8. Supplies the general ledger's main budget module planned budgets with the full mSCOA segments as a budget line. This functionality should be able to provide this for both expenditure and balance sheet items.	☐	☐	☐				
1.9. Provide the asset maintenance plan	☐	☐	☐				
Fixed Asset Management	☐	☐	☐				
2.1. Trace all financial asset transactions to the asset level.	☐	☐	☐				
2.2. Ensure that all asset transactions are aligned with mSCOA Regulations.	☐	☐	☐				
Asset Management System	☐	☐	☐				
3.1. Manage the full asset life cycle;	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
3.2. Manage the contract and build phase of the project by registering the component and rolling the accounting transaction up to the work-in-progress (WIP);	☐	☐	☐				
3.3. Immediately after a completion certificate is received, unbundle assets and maintain the parent-child relationship between the main asset and its components;	☐	☐	☐				
3.4. Enable table-to-floor inspection sheets (electronic devises are preferred) as well as floor-to-table look-up methodologies;	☐	☐	☐				
3.5. Host the insurance register and constantly update the portfolio as new assets are purchased or if there is progress on the value of work-in-progress (WIP);	☐	☐	☐				
3.6. Compile and monitor expenditure against the asset maintenance plan;	☐	☐	☐				
3.7. Integration to billing systems to monitor investment properties and valuation inconsistencies;	☐	☐	☐				
3.8. Utilize the billing system functionality to ensure ownership of land and buildings to the deeds register;	☐	☐	☐				
3.9. Integration of the electronic scanning and verification device. The purpose is to ensure annual verification and conditional assessment with GPS co-ordinate capturing to the nearest extent possible; and	☐	☐	☐				
3.10. Seamless integration with a Geographical Information System (GIS) or alternative mapping enabled graphical user interface.	☐	☐	☐				
Identification of Assets	☐	☐	☐				
4.1. Ability to identify and track assets in a hierarchy structure of departments, locations, components and sub-components.	☐	☐	☐				
4.2. Define Cost Centres, Work Centres, assigning of re-servicing the equipment to an individual.	☐	☐	☐				
4.3. Allow for criticality rating to be assignable to each asset via the risk assessment model.	☐	☐	☐				
4.4. Ability to link movable assets to third party asset tracking systems.	☐	☐	☐				
Maintenance Strategies	☐	☐	☐				
5.1. Must be able to configure different strategies.	☐	☐	☐				
5.2. Ability to attach and insert links to Technical Documentation throughout the maintenance module.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
5.3. Must cater for a master maintenance schedule with reporting of 'maintenance done'.	☐	☐	☐				
5.4. Must be able to indicate the lifespan of equipment for replacement budgeting purposes.	☐	☐	☐				
5.5. Must be able to track warranty periods by components.	☐	☐	☐				
5.6. Support call centre notifications and maintenance of assets with integrated workflow.	☐	☐	☐				
Fleet Management system	☐	☐	☐				

Name of system providing functionality		Module	REAL ESTATE AND RESOURCES MANAGEMENT

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Rent out	☐	☐	☐				
1.1. Maintain a rent register for rental properties.	☐	☐	☐				
1.2. Holiday resort systems.	☐	☐	☐				
1.3. Automated rent renewals with workflow and document management.	☐	☐	☐				
1.4. Link to debtors' system for collection of rent.	☐	☐	☐				
2. Facilities rental module updated from receipting with workflow refunds.	☐	☐	☐				
Rent in	☐	☐	☐				
3.1. Lease register with workflow and document management.	☐	☐	☐				
3.2. Automated payment scheduling.	☐	☐	☐				
Maintenance	☐	☐	☐				
4.1. Maintenance module for properties and facilities.	☐	☐	☐				
4.2. Facilities Management (Maintenance).	☐	☐	☐				

Name of system providing functionality		Module	HUMAN RESOURCE AND PAYROLL MANAGEMENT

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. A Human Resource (HR) budget/ payroll module must as a minimum:	☐	☐	☐				
1.1. Allow the municipality to budget for its full organogram (organizational structure)Payroll budgeting module.	☐	☐	☐				
1.2. Incorporate the ability to apply costing allocation to projects and percentage (%) based allocation of administration costs to trading service departments (if not allocated) using direct calculation methods.	☐	☐	☐				
1.3. Provision to calculate new notch values within grades either as a percentage increase or by minimum value. These notch values are to be held on a temporary file and the user must be able to perform Various "what if" scenarios without affecting the live data.	☐	☐	☐				
1.4. Ensure that the planned positions are budgeted for pro-rata to when the expected appointment can be done.	☐	☐	☐				
1.5. Utilizing historical trends, calculate the likely provision for leave and bonus provisions. This function should also be able to anticipate (if applicable) any long service allocations.	☐	☐	☐				
1.6. Supply the general ledger's main budget module with counts of the actual and planned positions (organogram) budgets for the full mSCOA segments as a budget line. The functionality should be able to provide this for both expenditure and balance sheet items.	☐	☐	☐				
2. Human Resource (HR) payroll module must as a minimum (In addition to the normal payroll calculation) provide for:	☐	☐	☐				
2.1. Organization Management	☐	☐	☐				
2.2. Employee Records Management	☐	☐	☐				
2.3. Leave Records Management	☐	☐	☐				
2.4. Leave Pay Accrual to be automated also to be retrieved on an ad hoc basis	☐	☐	☐				
2.5. E-Leave functionality	☐	☐	☐				
2.6. Training and Development Management	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
2.7. Recruitment and Selection Management	☐	☐	☐				
Performance Management	☐	☐	☐				
Travel claims Management	☐	☐	☐				
Human Resource Self Service	☐	☐	☐				
Talent Management	☐	☐	☐				
Career Path Management	☐	☐	☐				
Payroll and Benefits Management	☐	☐	☐				
Automated reconciliation at predetermined intervals.	☐	☐	☐				
Overtime claims Management/ Time off in lieu	☐	☐	☐				
Special Allowance Management (e.g. Acting, secondments, etc.)	☐	☐	☐				
Refunds to staff in respect of over-deductions and ad hoc payments	☐	☐	☐				
Deductions and payments to third parties(e.g. medical aids, SARS, union contributions, etc.)	☐	☐	☐				
Ad hoc payroll runs must reflect in the Financial Management System	☐	☐	☐				
Must cater for pensioners' benefits	☐	☐	☐				
Provision to record allowance details against a post and employee (e.g. Telephone Allowance, categories, amounts, telephone number etc.)	☐	☐	☐				
2.22. Employee Relations	☐	☐	☐				
2.23. The system must cater for all requirements of the South African Revenue Services (SARS)	☐	☐	☐				
2.24. Must provide a facility to automate the update of tax tables whenever changes occur	☐	☐	☐				
2.25. History of previous tax tables must be retained on the system for an indefinite period.	☐	☐	☐				
2.26. The system must be flexible so as to cater for any legislative changes to UIF, Workman's Compensation, Unions, etc.	☐	☐	☐				
2.27. The system must be able to cater for more than 1 payroll type (e.g. Staff, Pensioners, etc.)	☐	☐	☐				
2.28. Narrative type pay slips must be provided (Hard copy and electronically)	☐	☐	☐				
2.29. Accumulations of all deductions to be printed on pay slip if required (Pension, tax, housing allowance, motor car allowance, etc.)	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
2.30. Salary payments made to employees 'bank accounts must be catered for electronically by either ACS (Automated Clearing Bureau) or electronic funds transfer (EFT)	☐	☐	☐				
2.31. Provide a payment hold facility	☐	☐	☐				
2.32. Third Party deduction and payments in terms of schedules or ad hoc basis	☐	☐	☐				
2.33. Variance reporting	☐	☐	☐				
2.34. The ability to calculate back pay across tax periods and increment periods must be provided for	☐	☐	☐				
2.35. The system must allow for dummy validation pay runs to be carried out prior to running the final run	☐	☐	☐				
2.36. All temporary staff (e.g. seasonal workers, learner ship programs, contract workers, etc.) to be controlled via Budget availability	☐	☐	☐				
2.37. Provision to maintain (add, amend, delete) conditions of service pertaining to specific posts	☐	☐	☐				
2.38. The Payroll System must be able to accommodate or account for all vacancies (i.e. funded and or unfunded vacancies) based on a Council approved Organogram in terms of. Section 66A of the Municipal Systems Act Amendment Act (MSAA)	☐	☐	☐				
2.39. Budget control and management of virement requirements	☐	☐	☐				
2.40. Ensure that all employees' and councillors' declaration of interest and related parties are captured on the master files	☐	☐	☐				
2.41. Bank account monitoring against supplier and/ or contract payment AND against own and related parties bank accounts	☐	☐	☐				
2.42. Test against the central database for contracts with any 'organs of state'/"persons in the service of state" and supply the central database with employees' and related parties' details	☐	☐	☐				
2.43. Supply the central database with the identification (ID) numbers of employees, councillors and related parties	☐	☐	☐				
2.44. Report and create the workflow for collection of all employees and councillors with arrear accounts	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
2.45. Provide the financial statements with regulated reporting requirements regarding the municipal councillors' outstanding debtor account details	☐	☐	☐				
2.46. Provide the general ledger (GL) with transactions that debit expenditure and credit revenue votes when applicable. This creates a temporary total liability of the payroll balance on the integration control	☐	☐	☐				
2.47. Create the clearing transactions that clear the integration control, these transactions include:	☐	☐	☐				
2.47.1. Electronic funds transfer (EFT) to employee's bank accounts into the core financial systems cashbook awaiting approval;	☐	☐	☐				
2.47.2. Creation of "invoices" for 3rd parties, SARS (PAYE, VAT, etc.), UIF, Medical aid and pension funds;	☐	☐	☐				
Provide for an employee portal to update personal information and re-produce documents	☐	☐	☐				
The system must support a disciplinary module which should allow for (not complete list):• Grievances created (bottom-up workflow)• System should recommend action to be performed based on type of grievance• Allow for exception reporting (when a grievance is not being addressed incorrect time frame)	☐	☐	☐				
Time Management	☐	☐	☐				
Work schedule and shift planning.	☐	☐	☐				
Time data recording and administration.	☐	☐	☐				
Payroll	☐	☐	☐				
Must be able to easily integrate with banks. Seamless upload of payroll information	☐	☐	☐				
Support multiple payrolls with different pay structures	☐	☐	☐				
Produce, in conjunction with the Human Resource system, a multi-year budget in the mSCOA segmentation	☐	☐	☐				
Integrate with the time management system	☐	☐	☐				
Ability to submit statutory reporting to SARS for all taxes	☐	☐	☐				

Name of system providing functionality		Module	Customer Care

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. A credit control and debt collection system that integrates with the revenue management system, that gives effect to Chapter 9 of the Municipal Systems Act, 2000, must:	☐	☐	☐				
1.1. Provide for SMS, email and hand delivered late payment notifications;	☐	☐	☐				
1.2. Provide for parameter-based disconnection list generation;	☐	☐	☐				
1.3. Manage re-connection and arrangements with integrated notes on the debtor Masterfile and workflow with technical services;	☐	☐	☐				
1.4. Integrated clearance applications and calculations;	☐	☐	☐				
1.5. Final demand and summons issuing; and	☐	☐	☐				
1.6. Management of attorney actions on an integrated level.	☐	☐	☐				
2. Debtor Classification and Categorization	☐	☐	☐				
2.1. Indigent Management (Assistance-to-the-Poor).	☐	☐	☐				
2.2. Indigent Register must be accommodated in a workflow of various administration processes including, but not limited to:	☐	☐	☐				
2.2.1. Online Application;	☐	☐	☐				
2.2.2. House visit;	☐	☐	☐				
2.2.3. Capturing of details;	☐	☐	☐				
2.2.4. Authorization of application;	☐	☐	☐				
2.2.5. Automated Subsidy, Write Off and reversals thereof.	☐	☐	☐				
3. Arrear arrangement functionality must be accommodated in a workflow of various administration processes including, but not limited to:	☐	☐	☐				
3.1. Online Application;	☐	☐	☐				
3.2. Authorization of application;	☐	☐	☐				
3.3. Automated arrangement financials;	☐	☐	☐				
3.4. Automated Default process;	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
3.5. Irrecoverable Debt Write Off process;	☐	☐	☐				
3.6. Restriction and Reinstatement of Credit and prepaid meters;	☐	☐	☐				
3.7. Meter Tampering Management;	☐	☐	☐				
3.8. Debtor (individual/group) dashboard;	☐	☐	☐				
3.9. Management facility to monitor Debtors that are also Service Providers (creditors)set off Management;	☐	☐	☐				
3.10. Management of staff arrear set off.	☐	☐	☐				
4. Customer portals to give effect to Section 95 of the Municipal Systems Act, 2000 which (amongst other) requires the following:	☐	☐	☐				
4.1. Aims to create a positive and reciprocal(give-and-take) relationship between persons liable for payments and the municipality;	☐	☐	☐				
4.2. Establishes mechanisms for users of services and ratepayers to provide feedback to the municipality or other service providers/ mechanisms (of the municipality) regarding the quality of the services and the performance of the municipality or its service providers/ mechanisms;	☐	☐	☐				
4.3. Provides accessible mechanisms to any person to query or verify municipal accounts and metered consumption;	☐	☐	☐				
4.4. Enables electronic query and appeal procedures which allow persons to receive prompt response/ action to 'inaccurate accounts' queries;	☐	☐	☐				
4.5. Enables structured workflow mechanisms to deal with complaints from such persons, together with prompt replies and corrective action by the municipality;	☐	☐	☐				
4.6. Mechanisms to monitor the municipality's response time and efficiency in complying with the above; and	☐	☐	☐				
4.7. Provides for accessible, secure and electronic payment channels.	☐	☐	☐				
5. Customer Relations Management &Community Liaison	☐	☐	☐				
5.1. Able to automate customer registration.	☐	☐	☐				
5.2. Automate the registration of services (water, electricity & prepaid electricity).	☐	☐	☐				
5.3. Automate the allocation of funds to the customer to trigger instruction to unblock/reconnect suspended service.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
5.4. Automated customer correspondence capabilities which include, but is not limited to, automated responses to customer enquiries, linking a reference number to the customer's account.	☐	☐	☐				
5.5. Updates on statements which will reflect latest adjustments.	☐	☐	☐				
5.6. Integrate community liaison (e.g. service interruptions).	☐	☐	☐				
5.7. Account payments and cashier balancing on one system.	☐	☐	☐				
5.8. Must have real time reflection of payments.	☐	☐	☐				

Name of system providing functionality		Module	Valuation Roll

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Valuations Module to give effect to the Municipal Property Rates Act, 2004, and as a minimum:	☐	☐	☐				
1.1. Seamlessly integrate with the revenue management module.	☐	☐	☐				
1.2. Integrate information for spatial analysis in a Geographical Information System (GIS).	☐	☐	☐				
1.3. Integrate with the building control system used in the municipality to ensure completion of additions and new buildings get immediately updated on the billing sub-system.	☐	☐	☐				
1.4. Integrate with the land use system to ensure appropriate tariffs is timeously applied.	☐	☐	☐				
1.5. Integrate with the Surveyor General (SG)database and town planning systems in use at the municipality.	☐	☐	☐				
1.6. Integrate with the deeds registry and monitor actual sales with current valuations as well as ownership against the billing system.	☐	☐	☐				
1.7. Validate and report anomalies in the asset register on municipal owned properties.	☐	☐	☐				
1.8. Provide the municipal website with the Municipal Property Rates Act, 2004required A&B valuation rolls.	☐	☐	☐				
2. Managing and calculation of property rates, special rating areas and service charges on a property subject to a number of requirements including but not limited to:	☐	☐	☐				
2.1. The valuation of property will be performed in the separate (Computer Assisted Mass Appraisal) system and the individual property values and relevant property attributes passed to the Solution via an interface with valuation module. Data to be validated and managed within the Solution in compliance with legislation policies and business rules to enable calculation of property rates.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
2.2. Property Rates and service charges are calculated at different tariffs depending on various criteria such as the category of the property.	☐	☐	☐				
2.3. Functionality is required to exempt certain categories of property and/ or certain categories of property owners from rates.	☐	☐	☐				
2.4. Functionality is required to calculate a rebate or a reduction in rates incompliance with the requirements of legislation and/ or business rules.	☐	☐	☐				
2.5. Functionality is required for the phasing in of rates in compliance with legislation.	☐	☐	☐				
2.6. Clearance Certificate Management to be online and comply with Section 118 of the Municipal Systems Act, 2000.	☐	☐	☐				

Name of system providing functionality		Module		LAND USE AND BUILDING CONTROL

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
Land use - Property maintenance	☐	☐	☐				
Property register providing for all land in the municipal area.	☐	☐	☐				
Town, township, suburb, street, erf, subdivision and sectional title detail must be aligned to the deed's office and Demarcation Board specifications.	☐	☐	☐				
Integration with billing and valuation systems.	☐	☐	☐				
Alignment of ownership must be verifiable with the deed's office.	☐	☐	☐				
Property transfers, subdivisions, consolidations and zoning changes must be system process with workflow and document management driven.	☐	☐	☐				
2. Integration with external stakeholders	☐	☐	☐				
2.1. Must be able to align property register with the Surveyor General register.	☐	☐	☐				
2.2. Where a 3rd party GIS system is used integration should be seamless.	☐	☐	☐				
2.3. Integration with the asset register for municipal properties.	☐	☐	☐				
3. Building Control - Integration to the Town Planning function	☐	☐	☐				
Building plan submission and approval.	☐	☐	☐				
3.2. Document management for building plans and zoning certificates.	☐	☐	☐				

Name of system providing functionality		Module	BILLING

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. In addition to the standard minimum functionality in the MFMA, the billing system must:	☐	☐	☐				
1.1. Measure and flag anomalies of the current database transaction (all services) against alternative information sources such as Surveyor General (SG), Deeds and valuation rolls to ensure completeness of actual billing;	☐	☐	☐				
1.2. Calculate and account monthly for the provision of bad debt;	☐	☐	☐				
1.3. Integration of Prepaid at a minimum of a 'debtor per tariff '-code per region, monthly bill the consolidation sales amount and daily receipt the sales;	☐	☐	☐				
Provide accessible pay points and other mechanisms for settling accounts or for making pre-payments for services;	☐	☐	☐				
Provide adequate information for spatial analysis in a Geographical Information System (GIS) system;	☐	☐	☐				
Create and Maintain Regional Structure;	☐	☐	☐				
Integrate with valuation and property systems;	☐	☐	☐				
Allow for multiple billing cycles;	☐	☐	☐				
Create and maintain a tariff structure to comply with mSCOA Regulations;	☐	☐	☐				
Produce monthly invoices to debtors and group accounts;	☐	☐	☐				
Allow for rebates and penalty levies.	☐	☐	☐				
2. Specific but not limited requirements	☐	☐	☐				
Must have report writing capabilities for standard & Ad hoc reporting (daily, monthly & annual).	☐	☐	☐				
Maintenance of tariffs as per the tariffing section.	☐	☐	☐				
Integrate with debt collection for disconnections and reconnections.	☐	☐	☐				
Integration into 3rd party software for receive readings taken.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
Must be able to store infrastructure(metering) diagrams which will show the physical location of meter in order to be able to drill down to all of the relevant information concerning the meter in question.	☐	☐	☐				
2.6. Must have a full process and document flow for terminations and re-connections of services and the relevant documentation.	☐	☐	☐				
2.7. Must integrate with the Geographical Information System (GIS) to the extent that reticulation of services can be viewed as a layer at any point in time within the context of the current property being worked on.	☐	☐	☐				
Billing Reporting and Tariff Maintenance	☐	☐	☐				
Must be able to do consolidated billing of properties (all services and rates into one bill): As Municipalities are working within the determination of the Municipal Property Rates Act, 2004, a property relational database design is critical. The respective debtor is secondary to that.	☐	☐	☐				
3.2. Generate statements at any point in time and consolidate at customer level.	☐	☐	☐				
Flexible tariff building structure and design. System must be capable of inclining block tariffs based on daily, monthly, or annual rate scales.	☐	☐	☐				
Must allow for the maintenance of tariffs as per the tariffing section.	☐	☐	☐				
3.5. Customer must be able to nominate between mailing, MMS or e-mailing of monthly statement.	☐	☐	☐				
4. Transactions in debtors must reflect in the Accounts Receivable Module in mSCOA segmentation and must provide a debtor master record containing at least but not limited to:	☐	☐	☐				
4.1. Debtor classes and discount categories to ensure correct billing and rebates;	☐	☐	☐				
4.2. Trade, sundry and other debtor types to comply with mSCOA requirements;	☐	☐	☐				
4.3. Debtor levies in mSCOA segmentation to the Accounts Receivable;	☐	☐	☐				
4.4. Receipt allocation to AR in the correct mSCOA segmentation;	☐	☐	☐				
4.5. Daily balancing between sub-system and AR; and	☐	☐	☐				
4.6. Month-end and year-end procedures to ensure correct disclosure of cash on hand and age analysis.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
4.7. Drill down to transactions from the general ledger (GL) to the sub-ledger or 3rd party system.	☐	☐	☐				

Name of system providing functionality		Module		METER MANAGEMENT

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
1. Functionality is required to link the numbered meter that is used to measure the consumption of services to the erf/property on which the meter is installed. Itis important to note that there may well be more than one meter per erf/ property	☐	☐	☐				
2. Functionality is required to categories meters	☐	☐	☐				
3. The Solution must be able to record the relationship of each meter to the property and track meter readings and relevant history of each meter individually	☐	☐	☐				
4. Functionality is required to link the Debtor to the numbered meter that is used to measure the Debtor consumption of services. It is important to note that a Debtor may well be linked to a number of meters. (E.g. a landlord with a number of leased properties). (MSA section 95d)	☐	☐	☐				
5. Functionality is required to create and maintain practical and efficient meter reading routes	☐	☐	☐				
6. Functionality is required to capture and record the meter reading and the date on which the meter was read. At least the following methods of capture must be provided, namely:	☐	☐	☐				
Capture via standard keyboard entry;	☐	☐	☐				
6.2. Receiving meter readings electronically from a third-party interface. Automated uploading and validation will be required.	☐	☐	☐				
Meter readings must be retained at a transaction level and may not be overwritten, deleted or adjusted. Errors must be rectified by entering a cancelling entry and entering the correct reading.	☐	☐	☐				
Functionality is required to calculate charges for services consumed according to user defined algorithm which may contain a number of variable factors in order to determine the correct tariffs to apply.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
Functionality is required to raise the charges against a debtor's account according to a user defined billing cycle (which may coincide with the meter reading cycle for an area).	☐	☐	☐				
In the event of a meter being read 'out of cycle' the charges may be raised to the debtors account on an 'ad hoc' basis. These charges raised must be visible on the debtor's account immediately but will not generate an invoice immediately as it will be included on the standard invoice/statement generated during the next billing cycle.	☐	☐	☐				
In the event that a meter reading is not received, functionality is required to calculate an estimated consumption, according to a user-maintained algorithm.	☐	☐	☐				
12. Functionality is required to recalculate an account from all meter transaction history, taking into account any tariff changes, or from a specific starting point in the history on an ad hoc basis with the option to accept or discard the result. (i.e. the recalculation will be regarded as a 'what if 'with the option to make it 'live').	☐	☐	☐				
13. Meter management system must be integrated/ interfaced with the Billing Component.	☐	☐	☐				
14. Prepaid electricity meters:	☐	☐	☐				
14.1. Functionality that is an integral part of the Billing interface to its prepaid vendor;	☐	☐	☐				
Automated blocking and arrear set off functionality is required.	☐	☐	☐				
15. Water inventory managing.	☐	☐	☐				
16. Functionality is required to manage an Inventory of Water Meters. This to be work flowed as certain steps are dependent on others.	☐	☐	☐				
17. Reports/ extracts including but not	☐	☐	☐				
limited to:	☐	☐	☐				
Water Meter maintenance	☐	☐	☐				
Various statistical extracts and reports.	☐	☐	☐				

Name of system providing functionality		Module	POINT OF SALE/ REVENUE RECEIPTING

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
Must adhere to applicable legislation and by-laws.	☐	☐	☐				
Allow for all accepted payment methods at cashiers, including automated payment and clearing of card payments.	☐	☐	☐				
To accommodate fully automated processing of multiple receipting streams including but not limited to:	☐	☐	☐				
Payroll;	☐	☐	☐				
3.2. Third Party vendors (e.g. Absa, Easy Pay, Prepaid Vendor, etc.);	☐	☐	☐				
Cash Offices;	☐	☐	☐				
Traffic;	☐	☐	☐				
3.5. Other Municipal Directorates (e.g. Fresh Produce Market, Libraries, etc.).	☐	☐	☐				
To cater for multiple bank accounts.	☐	☐	☐				
Processing of payments at supervisor-controlled cash offices to accommodate cashier opening, balancing and closing.	☐	☐	☐				
Multiple daily and monthly online and automated reconciliations.	☐	☐	☐				
Receipting to be online.	☐	☐	☐				
Cash payments must be able to be processed during database server and network downtime.	☐	☐	☐				
All pay points and receipting streams to be uniquely identifiable in the sub ledger and general ledger.	☐	☐	☐				
Receipting to also accommodate specialised payment types e.g. Rates Clearance, Arrear Debt arrangements, Assistance-to-the-Poor, Service Deposits, etc.	☐	☐	☐				
To accommodate the correction of erroneous and/or rejected receipts.	☐	☐	☐				
Facility to reverse "refer to drawer"(R/D) for Cheques, debit orders and IVR payments.	☐	☐	☐				
To facilitate debit orders.	☐	☐	☐				
Printing and re-printing (marked as "Copy Receipt") of receipts.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
Interface with barcode scanner to scan account numbers from the statements.	☐	☐	☐				
Recording of cheque details.	☐	☐	☐				
Reversal of receipt and associated interest where applicable.	☐	☐	☐				
While the billing process itself follows standard accounting practices for raising debit and credit transactions, the tariffs of charges and the business rules that govern the selection of the Appropriate tariff are complex. The Solution will provide functionality to calculate the amounts due for services and levies in accordance with the determined tariffs and business rules.	☐	☐	☐				
Calculate the income due to the municipality for services and/ or products or property, on a regular, user defined and maintainable basis.	☐	☐	☐				
Generate invoices and/or statements for the amounts payable to the municipality on a regular, user defined and maintainable basis.	☐	☐	☐				
Group accounts into one or more 'billing cycles' based on user defined criteria.	☐	☐	☐				
Provides the facility to charge interest on arrears amount subject to certain user defined provisions and according to user maintainable rates.	☐	☐	☐				
23. Functionality is required to raise debit and credit transactions which are updated to a Debtor account. The functionality must provide for the following transaction sources:	☐	☐	☐				
23.1. Calculated transactions - these transactions will be the result of a calculation that is subject to user defined business rules to determine the tariff to be used, special conditions that may apply to be used, discounts or rebates to be applied etc.;	☐	☐	☐				
23.2. Manually Input transactions - these transactions are captured by a user and will reflect all the details of the transaction;	☐	☐	☐				
23.3. Electronic transactions - these transactions are received electronically, which then must be identified and raised to the relevant Debtor account.	☐	☐	☐				
24. Transactions will be classified by type e.g. billing transaction, receipt transaction, journal transaction etc. The definition of a transaction type must be user maintainable.	☐	☐	☐				
25. All transactions, regardless of type and origin, must be date/time stamped and have the user/origin included in the record. A narration I description field must be available whereby a short description of the transaction can be recorded.	☐	☐	☐				

Functionality Required	Functionality Available			Comments / Add proof	Data Migration & Implementation cost	Training & Onsite Support	Annual Fees
	Yes	No	3rd Party				
26. Functionality is required to correct and recalculate incorrect accounts with full audit trail of actions taken to rectify the error. This could include the recalculation of interest over different financial periods at different rates. (MSA section 95f).	☐	☐	☐				
27. Account maintenance functionality is required to generate the necessary transactions to correct accounts which are in error by an authorised user with a full audit trail and maintenance report of actions taken to rectify the error. (MSA section 95f).	☐	☐	☐				
28. Account maintenance functionality must produce 'hard copy' of all transactions generated to rectify the account to enable the user to verify and 'sign off' the action taken.	☐	☐	☐				
29. Functionality is required to categorise Debtors and Properties by a set of user defined parameters. The categories are used to create subsets of the Debtor Master for reporting, to establish appropriate tariffs and to determine billing cycles (MPRA section 3(3)c(i)).	☐	☐	☐				
30. Functionality is required to process different Debtor and property categories according to different business rule or timeframes.	☐	☐	☐				
31. Tariffs are stored by effective date from inception and all history is retained to enable recalculation of accounts even over different tariff periods.	☐	☐	☐				
32. Functionality is required for the system to automatically apply new tariffs from the effective date specified in the tariff record. At this time the 'current ' tariff will receive a status of 'expired' and the 'new' tariff becomes 'current'.	☐	☐	☐				
33. It is important to note that in all areas of revenue calculation, rebates and/ or exemptions may be applied based on a single or on multiple criteria which may be applied to the Debtor account in an 'and/ or 'context. The Solution must provide the required level of flexibility to cater for these variations.	☐	☐	☐				
34. Miscellaneous Charges: Certain miscellaneous charges may be raised at regular intervals (monthly, quarterly, annually) and fixed periods whilst others are raised on an ad hoc basis with automated escalation dates and percentages.	☐	☐	☐				

Functionality criteria

1. Bidders who fail to demonstrate or prove that the system offered includes the compulsory modules and functionalities will be regarded as being non-responsive and will not progress any further [see next page for the compulsory modules]. Bidders are expected to submit documentary proof and page reference numbers in support of the description items on the System specification as part of the bid.

2. Bidders will thereafter be evaluated on the points scoring functionality criteria in <u>schedule (a) and (b)</u> and if the required minimum points are achieved, be subjected to a further evaluation on price and preferential points. Functionality is out of 100% and bidders who do not score a **minimum of 80%** or more on the functionality criteria will not be eligible for further evaluation.

3. Functionality is calculated by combining the percentage of the functionality score card above and the result of the system functionality assessment below as follows:

   Functionality score out of 100 x 40% = …………. schedule (a)

   System Functionality assessment out of 240/2.4 x 60% = ……………. Schedule (b)

   Total of schedule (a) + schedule (b)

4. In addition to item 2 all National Treasury mSCOA data strings must be generated directly from the system. **Failure will result in immediate disqualification from evaluation**. The Matjhabeng Local Municipality has the option to verify this with three clients listed as references by bidders.

5. Matjhabeng Local Municipality reserves the right to contact any reference listed to verify the claims made in the proposal submitted by bidders.

COMPULSORY MODULES AND FUNCTIONALITIES FOR THE ERP SYSTEM

The following modules and functionalities are compulsory and must be fully integrated and/or embedded in the core financial system of the municipality. This is a compulsory requirement and if it is not met, **bidders will be regarded as being non-responsive.**

No	MODULE / FUNCTIONALITY	Indicate, YES / NO
1	IDP and Budget	
2	General Ledger	
3	Supply Chain and Logistics Management system	
4	Expenditure management system	
5	Cash Management System (Cashbook and Bank reconciliation including petty cash)	
6	Investment management system	
7	Grant management system	
8	Revenue management system	
9	Pre-paid vending with real-time integration to debtor management system	
10	Asset management system	
11	Cashiers, Point of sale and mobile payment functionality	
12	Credit control and debt collection	
13	Customer care and indigent management system	
14	HR and Payroll system	
15	Year-end and reporting system	
16	Business Information embedded throughout the system	
17	Artificial Intelligence embedded in the system	

EXPERIENCE FUNCTIONALITY [SCHEDULE (A)]

NO	CRITERIA	GUIDELINE	POINTS	SCORING WEIGHT
1	Experience and Track Record	Fully implemented mSCOA chart of account in at least 10local municipalities and provided annual budget, adjustments budget and monthly, quarterly reporting through the financial system.	40	**Submit Appointment letter/s and Reference letter/s of current clients which are local municipalities:** 10 + Appointments and References and above = 40 Points 8 + Appointment and Reference and above = 30 Points 6 + Appointment and Reference=20 Points 4 + Appointment and References = 10 Points Less than 4 Appointment and Reference = 0 points
2	External/Previous Assignments	Participated and was successful in the Transversal Contract by National Treasury, appointed for local municipalities.	30	**Submit Letter of Appointment and Clients Data String Status from NT portal from:** At least 10 Municipalities = 30 At least 6 Municipalities = 20 At least 4 Municipalities = 10 less than 4 Municipalities = 0
3	Training & Qualified personnel	Have employed full time qualified personnel, mSCOA accredited trainers, Accredited Training Centre/Facilities which is a member of the South African Payroll Association and is LG SETA accredited.	20	**Accreditation:** mSCOA Accreditation Certificate = 5 points No mSCOA Accreditation Certificate = 0 points **CVs and Certification of personnel:** Project team leader with relevant project management qualification NQF level 5 or higher: 5 + years of experience = 5 points 4 years of experience = 4 points less than 4 years of experience = 0 points Software developer with relevant NQF level 6 qualification or higher: 5 +years of experience = 5pts 4 years of experience = 4pts less than 4 years of experience = 0 points Software engineer with relevant NQF level 6 qualification or higher 5 + years of experience = 5 points 4 years of experience = 4 points less than 4 years of experience = 0 points

NO	CRITERIA	GUIDELINE	POINTS	SCORING WEIGHT
4	Approach	Support Project Plan and Methodology, Query Resolution mechanism and Call Centre Management and team to be to be assigned, and has a documented Skills Transfer plan	10	**Detailed Plan** A plan that as a minimum provides clarity that meets the technical specification, scope of work and objective , skills transfer, team allocation, and query resolution and call Centre Management (provide evidence of call center/Support desk) = 10 points A plan that does not as a minimum provide clarity that meets the technical specification, scope of work and objective , skills transfer, team allocation, and query resolution and call Centre Management (provide evidence of call center/Support desk) = 0 points

Detailed Plan

SYSTEM FUNCTIONALITY [SCHEDULE (B)]

Description	Indicate Functionality Status (Available, In Progress, Scheduled, Or Not Available)
Grant Management	
Grant capturing and revenue recognition.	
Grant reporting (Grant Registers, Funding reports, etc.)	
Investment Management	
Investment report generation (Investment registers, etc.)	
Investment recognition, transfers, deposits and interest capitalization.	
Asset Management	
Allows budgeting for "new capital" projects requested in the integrated development plan (IDP) The asset management sub-module works on the system.	
Calculates depreciation, taking into account the impact of major repairs.	
Calculates existing and anticipates new planned assets' maintenance, insurance and a percentage of "un-planned" maintenance.	
Calculates profit or loss on planned disposals.	
Provide for the asset maintenance plan and the integration between the maintenance budget	
Provides for a (contract) retention payment schedule.	
Provides for grant and work-in-progress (WIP) or contract management payment schedules to assist the main budget module with its forecasting and cash flow management (Contract register linkage)	
Supplies the general ledger's main budget module planned budgets with the full mSCOA segments as a budget line. This functionality should be able to provide this for both expenditure and balance sheet items.	
Billing: Water and Electricity, Rates and Other.	
Billing run, (Inclusive of trial runs or preliminary runs)	
Consumer account enquiries.	
Consumer statement generation. (Email and Printing)	
Debt collection procedure.	
Demonstrate how different billing modules integrate with the GL	
Generation of Reports. (Debtors Age Analysis, Billing run reports, etc.)	
Indigent or ATTP Management.	
Meter reading management. (Import, exceptions, etc.)	
Overview of configurations or parameters. (Inclusive of Rebates)	
POS / Direct Receipting and day end closure.	
Prepaid Vending Integration or interface	
Tariff structure and design on the system.	
Valuation Roll Implementation. (General & Supplementary)	
Cashbook/Bank Reconciliation	
Receipting of debtor payments, other money.	
Month end Close Off.	
Reconciling or clearing of cash received and payments made to the GL and Bank Account.	
Expenditure Management	

Description	Indicate Functionality Status (Available, In Progress, Scheduled, Or Not Available)
Credit & Debit notes.	
Direct Invoice payments.	
Generation of Reports. (Creditors Age Analysis and CR data string, accrual listing, etc.)	
Overview of configurations or parameters.	
Raising of Accruals	
Sundry Payments (generated from payroll, billing or manual S&T payments)	
General	
Sub module integration to GL and TB. (Billing, Supply Chain, Expenditure, Assets)	
Cumulative data string generation. (M01 – M12)	
Financial Report generation illustrated with all mSCOA segments. (General ledger, Trial Balance etc.)	
Monthly data string generation. (M01, M02,etc)	
HR / Payroll	
Integration with General ledger. (Salary control and Employee related cost items.)	
Overview of configurations or parameters.	
Creation of payment to 3rd Parties and the integration with banks.	
Employee record management.	
Generation of Reports. (Employee details report, Salary reports, 3rd party reports etc.)	
Organisational structure accommodated on the system.	
Payment of salaries and integration with banks.	
Payroll run (Inclusive of trial runs or preliminary runs)	
IDP and Budget Modules	
Locking of budget on system after adoption	
Generation of A Schedule from system.	
Generation of PRTA & PROR data strings from system.	
Generation of TABB & ORGB data strings from system.	
How the budget is tested on the system to ensure that it is funded as per S18 of the MFMA	
Illustrate budget control as it relates to eliminating unauthorized expenditure.	
Integration of budget modules of own/third party modules to the GL for payroll, assets and billing.	
Preparation of tabled and adopted budget on the system. (Capture a Project with segments)	
Preparation of the IDP on system and automated alignment to budget	
What-if scenario planning functionality	
Workflow processes for planning and coordination of budget inputs from other departments	
Inventory	
Overview of configurations or parameters.	
Treatment of Water Inventory.	
Warehouse Management (Acquisitions, Stock Issues, Stock Count,)	

Description	Indicate Functionality Status (Available, In Progress, Scheduled, Or Not Available)
Ledger	
Overview of configurations or parameters.	
Supply Chain Management	
Contract Management.	
Generation of Reports. (Contract Register, Commitments register, etc.)	
GRN's (If Applicable)	
Orders	
Quotations	
Requisitions	
Tender Management.	
Vendor/ Creditor Management (inclusive of CSD Integration and system validations)	
VAT Management	
VAT Reconciliation.	
VAT 201 Report generation.	
VAT handling capabilities as it relates to Output and Input Vat.	
Year-End Reporting	
Alignment of data stings to the pre-audited, audited and restated AFS	
Capturing of the adjustment journal entries (emanating from the audit) into the Core Financial System and reflection of these journal entries in the data strings for M01 to M03 of the new financial year.	
Generation of audit data strings (PAUD, AUDA, RAUD) from the system	
Corrections done in period 13, 14 and 15 on the system?	
Roll-over the closing balance from M12 into period 13 and M01 of the new financial year	
Integration of AFS module to core system if a 3rd party AFS module is used.	
The municipality's ability to drill down from AFS business module to ledger and sub-ledger	

TOTAL (80 Items, maximum points 240)	
Indicated functionality status	**Points**
Functionality is available	3
Development in progress	2
Development scheduled	1
Not available	0

STAGE 2 – PRICE AND PREFERENCE POINTS

The pricing must be submitted in the format provided hereunder, separate pricing annexures may be included in the tender submission but the total price tendered must be completed on the pricing schedule and appropriately signed off. Any additional cost must be added to the schedule and specific items clearly indicated.

Subsistence and travelling cost must be quoted on a separate sheet and must form part of the pricing tendered. All pages of the pricing schedule must be appropriately signed by the submitting tenderer.

Project Stream Description	Work Hours	Unit Cost	Year 1	Year 2	Year 3	GRAND
	/ Qty	R/ Hour	2025/ 2026	2026/ 2027	2027/ 2028	TOTAL
License Fees						
Annual License Fee - Annual in Advance Year 0 - 1						
Annual License Fee - Annual in Advance Year 2						
Annual License Fee - Annual in Advance Year 3						
ICT Costs						
Annual Cloud Hosting Fee - Year 1						
Offsite Backup Infrastructure Cost - Year 1						
Annual Cloud Hosting Fee - Year 2						
Offsite Backup Infrastructure Cost - Year 2						
Annual Cloud Hosting Fee - Year 3						
Offsite Backup Infrastructure Cost - Year 3						
Support Cost						
Support year 1						
Support year 2						
Support year 3						
Subtotal on License fees, ICT & Support costs						
IMPLEMENTATION COSTS						
Phase 1: Project Planning, Project management and						
Change Management						
Stakeholders identification - Project initiation						
Commissioning of a Project						
MOU, Statements of work and Project Charter						
Change Management Co- ordination and Administration (Not a core function of PMO)						
Project Governance						

Project Stream Description	Work Hours	Unit Cost	Year 1	Year 2	Year 3	GRAND
	/ Qty	R/ Hour	2025/ 2026	2026/ 2027	2027/ 2028	TOTAL
Project Management, Co-ordination and Steering Committee meetings (Establishment and running of project management office)						
Phase 2: Gap Analysis and readiness assessment (Research and Development for MIS phase)						
IT assessment and sign- off General Setup and Configuration (Users and municipal information)						
Process, workflow, best practice and governance gap analysis for modules included in the implementation						
Phase 3: Data Assessment						
Assessment of data to determine scope of work for Data Cleansing to commence						
Phase 4: HR/ Payroll						
Data Dependencies, validations and import						
Setups and configuration						
Payroll Training						
Parallel and go live runs						
Entrenchment and Consolidation						
Close- out and Post Implementation Review						
Handholding and Post Go- Live Support						
Phase 5: Planning (IDP and SDBIP) and Budgeting						
Data Dependencies, validations and import						
Setup and configuration						
mSCOA Compliant Budget						
Training						
Entrenchment and Consolidation						
Close- out and Post Implementation Review						

Project Stream Description	Work Hours	Unit Cost	Year 1	Year 2	Year 3	GRAND
	/ Qty	R/ Hour	2025/ 2026	2026/ 2027	2027/ 2028	TOTAL
Handholding						
Phase 6: Billing						
Data Dependencies, validations and import						
Setup and Configuration						
Billing Parallel and live run						
Training						
Entrenchment and Consolidation						
Handholding						
Close- out and Post Implementation Review						
Phase 7: Ledger/ Assets/ Inventory/ SCM/ AI						
Assets						
Data Dependencies, validations and import						
Training						
Entrenchment and Consolidation						
Handholding						
Stores						
Data Dependencies, validations and import						
Training						
Entrenchment and Consolidation						
Handholding						
Supply Chain						
Data Dependencies, validations and import						
Training						
Entrenchment and Consolidation						
Handholding						
Ledger						
Data Dependencies, validations and import						

Project Stream Description	Work Hours	Unit Cost	Year 1	Year 2	Year 3	GRAND
	/ Qty	R/ Hour	2025/ 2026	2026/ 2027	2027/ 2028	TOTAL
Training						
Entrenchment and Consolidation						
Handholding						
Post implementation review and close out						
Business Intelligence and AI						
Customisation of dashboards						
Setup and Training						
Customisation of automated reports						
Subtotal for mSCOA Project Implementation						
VAT						
Total costs (Including VAT but excluding Travel and Subsistence)						
Travel & Subsistence costs						
GRAND TOTAL						

PART 3

PART 3.1: BID FOR REQUIREMENTS OF MATJHABENG LOCAL MUNICIPALITY

MBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MATJHABENG LOCAL MUNICIPALITY					
BID NUMBER: **RFP/01/2025-26**	CLOSING DATE:		**30 / 09 / 2025**	CLOSING TIME:	**14:00**
DESCRIPTION	**SUPPLY, INSTALLATION, COMMISSIONING, MAINTENANCE AND SUPPORT FOR AN INTEGRATED FINANCIAL MANAGEMENT SYSTEM FOR A PERIOD OF (3) YEARS**				
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*

C/O RYK AND STATEWAY STREET
CIVIC CENTRE
WELKOM
9460

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:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐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	**FINANCE (SCM)**	CONTACT PERSON	**DR. T KUKUNI**

CONTACT PERSON	**MR. L SEBATANE**	TELEPHONE NUMBER	**071 457 1911**
TELEPHONE NUMBER	**057 391 3911**	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	**TSHEPO.KUKUNI@ MATJHABENG.CO.ZA**
E-MAIL ADDRESS	**LESIBOS@MATJHABENG.CO.ZA**		

MBD 1

PART B

TERMS AND CONDITIONS FOR BIDDING

2.	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 THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

3.	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.

4.	QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐
YES ☐ NO

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐
YES ☐ NO

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐
YES ☐ NO

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: …………………………………………

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

DATE: …………………………………………...

PART 4

PART 4.1: TAX CLEARANCE CERTIFICATE REQUIREMENTS

MBD2

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

2.1   In order to meet this requirement bidders are required to complete in full form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/ individuals who wish to submit bids.

2.2   SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

2.3   The valid Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original Tax Clearance Certificate will result in the invalidation of the bid. Expired copies of the Tax Clearance Certificate(s) will not be accepted.

2.4   In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

2.5   Copies of the TCC001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za

2.6   Applications for the Tax Clearance Certificate may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

PART 4.2: DECLARATION OF INTEREST

MBD4

<table>
<tr><td>1.</td><td colspan="2">No bid will be accepted from persons in the service of the state.</td></tr>
<tr><td>2.</td><td colspan="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 allegation of favouritism, should be resulting bid, or part thereof, be awarded to person connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declares their position in relation to the evaluating /adjudicating authority and /or take an oath declaring his/her interest.</td></tr>
<tr><td>3.</td><td colspan="2">In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</td></tr>
<tr><td>3.1</td><td>Full Name of bidder or his or her representative</td><td></td></tr>
<tr><td>3.2</td><td>Identity Number</td><td></td></tr>
<tr><td>3.3</td><td>Position occupied in the Company (director, shareholder etc.)</td><td></td></tr>
<tr><td>3.4</td><td>Company Registration Number</td><td></td></tr>
<tr><td>3.5</td><td>Tax Reference Number</td><td></td></tr>
<tr><td></td><td></td><td></td></tr>
</table>

MSCM Regulations: "in the services of the state *means to be: –

(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 municipal 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.

3.6	VAT Registration Number			
3.7	Are you presently in the service of the state?	YES	NO	
3.7.1	If so, furnish particulars:			

MBD4

3.8	Have you been in the service of the state for the past twelve months?	YES	NO
3.8.1	If so, furnish particulars		
3.9	Dou you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	YES	NO
3.9.1	If so, furnish particulars		
3.10	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES	NO
3.10.1	If so, furnish particulars		
3.11	Are any of the company's directors, managers, principle shareholders or stakeholders in the service of the state?	YES	NO
3.11.1	If so, furnish particulars		
3.12	Is any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in the service of the state?	YES	NO
3.12.1	If so, furnish particulars		

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number/ Persal Number

5. **DECLARATION**

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

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

SIGNATURE		DATE	

NAME OF SIGNATORY	
POSITION	
NAME OF COMPANY	

PART 4.3: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION

MBD 5

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

1. Are you by law required to prepare annual financial statements for auditing?   **YES/NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment during the past three years.
………
...

2. Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?   **YES/NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.
………
...

2.2 If yes, provide particulars:
………
...

3. Has any contract been awarded to you by an organ of state during the past five years, including

particulars of any material non-compliance or dispute concerning the execution of such contract?
                                                                      YES/NO

3.1 If yes, furnish particulars.
………
..

4. Will any portion of goods or services to be sourced from outside the Republic and, if so, what portion and whether any portion of payment from the municipality entity is expected to be transferred out of the Republic?
                                                                      YES/NO

4.1 If yes, furnish particulars.
………
...

DECLARATION

I, the undersigned (name) …………………………………………………….., certify that the information

furnished under 4.3 above is correct.

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

SIGNATURE:		DATE:	

NAME OF SIGNATORY	
POSITION	
NAME OF COMPANY	

PART 4.4: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

MBD 6.1

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   The applicable preference point system for this bid is 80/20 or 90/10 preference point system.

Either the 90/10 or 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   **The maximum points for this tender are allocated as follows:**

	POINTS
PRICE	80/90
SPECIFIC GOALS	20/10
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:

80/20 or **90/10**

$$Ps = 80 \left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

80/20 or **90/10**

$$Ps = 80 \left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE				
Locality				

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

forward the matter for criminal prosecution, if deemed necessary.

………………………………………
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

…………………………………………………….

DATE: …………………………………………………

ADDRESS: …………………………………………………

…………………………………………………

…………………………………………………

PART 4.5: MUNICIPAL RATES AND TAXES

Names of Company	Physical residential address of the Company	Residential Municipal Account number(s)	Name of Municipality

NB: Please attach Municipal Account

DECLARATION

I, THE UNDERSIGNED (NAME) ....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

....
Signature   **Date**

....
Position   **Name of Bidder**

PART 4.6: AUTHORISED SIGNATORY

Signatories for Companies, Close Corporations, Partnerships, Joint Ventures or Sole Proprietors **MUST** establish their authority by attaching a copy of the relevant resolution of their Board of Directors, Members, or Partners duly signed and dated.

An **example** for a company is shown below:

"By resolution of the board of directors passed on_____ 20_____

Mr./Ms. _____

Has been duly authorized to sign all documents in connection with the bid for

Contract_____No_____

And any Contract, which may arise there from on behalf of

Signed on behalf of the company: _____

In his/her capacity as: _____

Date: _____

Signature of signatory

As witness: 1. _____

                  2. _____

PART 4.7: CONTRACT FORM

MBD 7.2

CONTRACT FORM – RENDERING OF SERVICES

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

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

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

2.   The following documents shall be deemed to form and be read and construed as part of this agreement:

      (i)   Bidding documents, *viz*

          -        Invitation to bid;

          -        Proof of tax compliance status;

          -        Pricing schedule(s);

          -        Filled in task directive/proposal;

          -        Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;

          -        Declaration of interest;

          -        Declaration of Bidder's past SCM practices;

          -        Certificate of Independent Bid Determination;

          -        Special Conditions of Contract;

      (ii)   General Conditions of Contract; and

      (iii)   Other (specify)

3.   I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4.   I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

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

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

NAME (PRINT) …………………………..

CAPACITY …………………………..

SIGNATURE …………………………..

NAME OF FIRM…………………………..

DATE …………………………..

MBD 7.2

CONTRACT FORM – RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I……………………………………………………………………………………..in my capacity as…………………...…………………………………Accept your bid under reference number …..……………………………………...dated…………………………………for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED AT ……………………………………… ON ………………………………..

NAME (PRINT)   ………………………………………….

SIGNATURE   ………………………………………

OFFICIAL STAMP

WITNESSES

1   .…………………………………

2   .…..………………………………

PART 4.8: DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

MBD8

1. This Municipal Bidding Document forms 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 bidders 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) Wilfully neglected, reneged on or failed to comply with any government, municipal or other 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 (No 12 of 2004)

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector **(Companies or persons by the National Treasury after the audi alteram partem rule was applied).**		
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) **(To access this Register enter the National Treasury's website, number (012) 326 5445).**		
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of it 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?		
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?		
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and 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?		
4.5.1	If so, furnish particulars:	Yes	No

CERTIFICATION

I, the undersigned (full name) …………………………………………………………….......certify that the

information furnished on this declaration from 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**

PART 4.9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

MBD9

I, the undersigned, in submitting the accompanying bid:

_____
_____

_____
_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____
_____

(Name of Municipality)

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

I certify, on behalf of:

_____
_____

that:**(Name of Bidder)**

1. I have read and I understand the contents of this Certificate;

2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

  (A) has been requested to submit a bid in response to this bid invitation;

  (B) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

  (C) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium 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:

MBD 9

(a) prices;

(b) geographical area where product or service will be rendered (market allocation)

(c) methods, factors or formulas used to calculate prices;

(d) the intention or decision to submit or not to submit, a bid;

(e) the submission of a bid which does not meet the specifications and conditions of the   bid; or

(f) bidding with the intention not to win the bid.

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

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

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

…………………………………………   ……………………………………………
Signature   **Date**

…………………………………………..   ……………………………………………
Position   **Name of Bidder**

PART 5

DECLARATION

1.   I hereby declare that I have read, understood, agree and comply with all of the Parts below, if included, that it shall be deemed to form and be construed as part of this agreement:

(i) Bidding documents, viz

- Invitation to bid;

- Tax clearance certificate;

- Pricing schedule(s);

- Technical Specification(s);

- Preference claims for Broad Based Black Economic Empowerment Status Level of
  Contribution in terms of the Preferential Procurement Regulations, 2011;

- Declaration of interest;

- Declaration of bidder's past SCM practices;

- Certificate of Independent Bid Determination

- Special Conditions of Contract;

(ii) General Conditions of Contract; and

(iii) Other (specify)

2. I confirm that I am duly authorised to sign this document.

NAME (PRINT) ……………………………………….……………………………………….

CAPACITY   ………………………………….…………………………………….

SIGNATURE   ………………………………….…………………………………….

NAME OF FIRM …………………………………………………………………………...

DATE   ………………………………………………………………………...

WITNESSES
1   …….……………………………………………………………………
2.   ……………………………………………………………………….
DATE: ……………………………………………………………………

PART 6

PART 6.1: JOINT VENTURE AGREEMENT

THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS OF A JOINT VENTURE

RESOLUTION of a meeting of the Board of Directors / Members / Partners of

_____
_____

NAME OF TENDERER (Must agree with bidder details)

Held at _____ on _____(Place) (Date)

RESOLVED THAT:

1. The enterprise submits a Tender to Matjhabeng Local Municipality in respect of the following:

RFP/01/2025-26: SUPPLY, INSTALLATION, COMMISSIONING, MAINTENANCE AND SUPPORT FOR AN INTEGRATED FINANCIAL MANAGEMENT SYSTEM FOR A PERIOD OF (3) YEARS

(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the **Joint Venture**).

_____and

_____and

_____and

_____and

_____and

_____and

_____and

_____and

_____and

2. Mr./Mrs./Ms. _____

   In his/her capacity as _____

   and who will sign as follows: _____
(SPECIMEN SIGNATURE)

be, and is hereby, authorised to sign the Tender and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the **Joint Venture** enterprise mentioned above.

3. The enterprise in the form of a joint venture accept jointly and several liability, with parties under item

   1 above for the fulfilment of the obligations of the joint venture deriving from, and in any way

   connected with the contract to be entered with the Matjhabeng Local Municipality in respect of the

   project described above under item 1.

4. The **Joint Venture** enterprise chooses as its domicilium citandi et executandi for all purposes arising

   from the joint venture agreement and contract with the Matjhabeng Local Municipality in respect of

   the project under item 1:

(Physical Address) _____

Note: The resolution **must be signed by all directors or members / partners** of the bidding enterprise. Should the space provided below not be enough for all the directors to sign, please provide a separate sheet in the same format below:

NB: **COMPULSURY TO BE COMPLETED** IN CASE OF JOINT VENTURE

NAME	ID NUMBER	DIRECTORS/OWNERS PERSONAL TAX NUMBER	SIGNATURE
1			
2			
3			
4			
5			

6				
7				
8				
9				

Name of Joint Venture	

Names of Each Enterprise:

(1) Name and Address of Enterprise:	
2) Name and Address of Enterprise:	
3) Name and Address of Enterprise:	
Has an original valid Tax Clearance Certificate been submitted for each enterprise:	YES ☐ NO ☐
CIDB Registration Number(s), if applicable:	

Submit your Joint Venture Agreement together with this tender document. <u>If no Joint Venture Agreement is submitted, the tender will be seen as non-responsive.</u>

SIGNED ON BEHALF OF JOINT VENTURE _____

PART 6.2: COMPULSARY DOCUMENTATION/CHECKLIST TO BID DOCUMENT

Please ensure that the following forms have been duly completed and signed and that all documents as requested, are attached to the tender document: **Failure to submit this documentation will result in the tender being non-responsive.** To be completed and signed by the bidder.

(ALL DOCUMENTS/SUPPORT SHOULD BE EASILY IDENTIFIABLE IN THE FILE BY USING CLEAR FILE SPLITTERS, FAILURE TO DO SO <u>WILL</u> RESULT IN BID BEING DISQUALIFIED)

<u>No</u>	<u>Description</u>	<u>Yes/No</u> <u>OR N/A</u>	<u>File Splitter Name/Number</u> <u>(i.e. reference in the file)</u>
1	Certificate of authority for signatory with Company Letterhead.		
2.	Joint Venture (JV) Agreement/Disclosure (if applicable).		
3.	Certified copy(s) of Company/CC/Trust/Partnership Registration Certificate(s).		
4.	Municipal Account of the Company which is not more than three (3) months in arrears/Lease Agreement of the Company with proof that the rental includes their municipal rates and taxes or municipal charges.		
5.	Proof of Central Supplier Database (CSD) registration. This must be submitted for all Members/Partners in case of a Joint Venture/Partnership. If not CSD registered, a Valid Tax Compliance Status Letter and PIN must be submitted.		
6.	Bidder's Proof of registration with the Property Practitioners Regulatory Authority (PPRA).		
7.	MBD 1 – Is the form duly completed and signed?		Page 34
	MBD 4 – Is the form duly completed?		Page 35
	MBD 5 – Declaration for procurement above R10 million		Page 38
	MBD 6.1 – Is the form duly completed and signed?		Page 39
	MBD 7 – Contract Form		Page 45
	MBD 8 – Is the form duly completed and signed?		Page 49
	MBD 9 – Is the form duly completed and signed?		Page 51
	Declaration - Is the form duly completed and signed?		Page 54
8.	COMPULSARY DOCUMENTATION/CHECKLIST AT THE END OF THE BID DOCUMENT MUST BE COMPLETED IN FULL AND ADHERED TO.		Page 59

ADDITIONAL DOCUMENTS APPLICABLE TO THIS TENDER

(ALL DOCUMENTS/SUPPORT SHOULD BE EASILY IDENTIFIABLE IN THE FILE BY USING CLEAR FILE SPLITTERS, FAILURE TO DO SO <u>WILL</u> RESULT IN BID BEING DISQUALIFIED)

	Description	Yes/No OR N/A	File Splitter Name/Number (i.e. reference in the file)
9.	**Other documentation as required for administrative compliance criteria**		

(ALL DOCUMENTS/SUPPORT SHOULD BE EASILY IDENTIFIABLE IN THE FILE BY USING CLEAR FILE SPLITTERS, FAILURE TO DO SO <u>WILL</u> RESULT IN BID BEING DISQUALIFIED)

10.	Documentation as required for functionality criteria	<u>Yes/No</u> <u>OR N/A</u>	<u>File Splitter Name/Number</u> <u>(i.e. reference in the file)</u>

(ALL DOCUMENTS/SUPPORT SHOULD BE EASILY IDENTIFIABLE IN THE FILE BY USING CLEAR FILE SPLITTERS, FAILURE TO DO SO <u>WILL</u> RESULT IN BID BEING DISQUALIFIED)

11.	**Documentation required for Price and Preference Evaluation**	<u>Yes/No</u> <u>OR N/A</u>	<u>File Splitter Name/Number</u> <u>(i.e. reference in the file)</u>
	B-BBEE status level of contribution.		
	Locality Proof: Registration Document/Municipal Account/Lease Agreement		

I, ………………………………………………………………………… confirm that all compulsory documents for this tender is duly completed, signed and attached to this tender document.

…………………………………………….   …………………………………………..
Signature   **Date**