Reference/ Verwysing/ iRef: 08/2/16/07
Enquiries/ Navrae/ Imibuzo: S Mentor

15 June 2018

TO WHOM IT MAY CONCERN

Dear Sir/ Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS:

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

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

SUPPLY OF LICENCES FOR HANDHELDS AND METER READING SOFTWARE

This bid document must be placed in a sealed envelope. The following particulars must appear on the outside of the envelope: "**08/2/16/07: SUPPLY OF LICENCES FOR HANDHELDS AND METER READING SOFTWARE", the name and address of the bidder and the closing date of this bid**. The sealed envelope must be put in the bid box located at the entrance of the Witzenberg Municipal Head Office, 50 Voortrekker Street, Ceres by no later than **Monday, 25 June 2018 at 12:00**. The bid box is generally open 24 hours a day, 7 days a week. Telephonic, facsimile, electronic/ e-mailed and late bids will not be accepted. Bids may only be submitted on the bid documentation as provided by the municipality.

The following conditions will apply
- Price(s) quoted must be valid for at least sixty (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system.
- The bids are subject to the Preferential Procurement Regulations of 2017 that was promulgated by the Minister of Finance on 20 January 2017 in Government Gazette No 40553. These conditions are available on request.
- The successful provider will be the one scoring the highest points.
- Payments to the successful bidder in terms of this contract will be processed within 30 days after receipt of a valid tax invoice for goods and/or services rendered to the satisfaction of the municipality.
- The checklist at the back of the bid document must be completed and adhered to.

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

D NASSON
MUNICIPAL MANAGER

44, Ceres, 6835
50 Voortrekker St/ Str, Ceres, 6835
Suid Afrika/ South Africa
+27 23 316 1854
+27 23 316 1877
admin@witzenberg.gov.za
www.witzenberg.gov.za

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION

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

BID NUMBER: 08/2/16/07   **CLOSING DATE:** 25 June 2018   **CLOSING TIME:** 12:00

DESCRIPTION: SUPPLY OF LICENCES FOR HANDHELDS AND METER READING SOFTWARE

The following conditions to bid exist:

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

1. Bidders should ensure that bids are delivered timeously to the correct address as indicated below. If the bid is late, it will not be accepted for consideration. The bid box is generally open 24 hours a day, 7 days a week. **Telephonic, facsimile, electronic/emailed and late bids will not be accepted.**

2. All prices must **include VAT**.

3. Bids will be evaluated according to the 80/20 points system as stipulated in the Preferential Procurement Regulations of 2017 that was promulgated by the Minister of Finance on 20 January 2017 in Government Gazette No 40553.

4. An original or copy of the bidder's Broad-Based Black Economic Empowerment (B-BBEE) certificate must be attached to this bid document in order to claim B-BBEE points. **Bidders who are registered on the municipality's accredited supplier database and submitted an original or copy of their B-BBEE certificate with their application form do not need to submit it with this bid document, provided that the certificate is valid at the time of bid closing. However, the onus is on the bidder to confirm this with the Supply Chain Unit.**

5. Bid documents can be obtained during office hours from Monday to Thursday: 8h30 -13h00 and 13h45 - 15h30 and Fridays: 8h30 – 13h00 and 14h00 – 14h30 from the Witzenberg Municipality, Supply Chain Unit, Drommedaris Street, Ceres at a cost of **R 30.00** per set. The bid documents are also available on our website at http://www.witzenberg.gov.za/resource-category/tenders?category=92

6. The bids will be opened in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres in public immediately after the closing time at 12:00.

7. The bid must be properly received in a sealed envelope which must clearly indicate the description of the bid, the bid number and the name and postal address of the bidder on the outside of the sealed envelope. Unmarked bids will not be taken into consideration and will be returned.

8. The lowest or any bid shall not necessarily be accepted and the Municipality reserves the right to accept any part of the bid.

9. **An original and valid tax clearance certificate must be attached to this bid document. Bidders must indicate their pin as provided by SARS to confirm validity of their Tax Clearance Certificate. Failure to provide Tax Clearance Pin may result in your bid being disqualified. Bidders who are registered on the municipality's accredited supplier database and submitted an original and valid tax clearance certificate with their application form do not need to submit it again with this bid, provided that the original tax clearance certificate will be valid at the time of bid closing. However, the onus is on the bidder to confirm this with the Supply Chain Unit.**

10. Do not dismember this Bid Document (do not take it apart or put documents between its pages).

11. All other documents of the submission must be **attached behind** this bid document.

12. The bidder must complete the checklist at the back of this bid document.

13. **Please note that any suspicious collusive bidding behaviour and restrictive practices by bidders will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.**

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

SUBMISSION DETAILS

SUBMISSION OF BID DOCUMENTS: **TO BE DEPOSITED IN:**   The bid box at the entrance of the Municipal Offices of Witzenberg Municipality   50 VOORTREKKER STREET,CERES
CONTACT DETAILS FOR ENQUIRIES: **Miss S Mentor Tel: (023) 312-1761 Email: shayle@witzenberg.gov.za**

D NASSON
MUNICIPAL MANAGER

1. SCOPE

1.1 Purpose

The purpose of this bid is to invite service providers for the **supply of licences for handhelds and meter reading software from 01 July 2018 until 30 June 2019.**

1.2 Background and description of project:

Witzenberg Municipality includes the following towns and rural areas

- Ceres;
- Prince Alfred's Hamlet;
- Op-die-berg;
- Tulbagh; and
- Wolseley

Additional information on Hand held units currently used and Hardware for Meter Reading system

The Municipality is currently using the M3 Black handheld device and the specification of this is attached to the document. It must also be noted that the handheld device must be licensed for Hand held GPS licence, Hand held software and Hand held imagine software for camera. There must also be integration between the Handheld device and the Meter reading software. The meter reading software must also integrate into SAMRAS DB4 to ensure that the meter readings are updated correctly.

1	Hardware for Meter Reading system	
1.1	Form Factor	M1 320W Black Chassis micro tower OR similar
1.2	Motherboard	H97M-D3H SKT 1150 M- ATX OR Similar
1.3	Processor	Intel Core I3 4160 3.6GHz 3Mb Cache
1.4	Hard drive	SATA 3 6Gb/s 3 X 500Gb 7200 rpm OR Similar
1.5	Memory	8Gb DDR3 1600 (2 x 4096)
1.6	Optical drive	24X Super All-Write SATA or Similar
1.7	OS	Microsoft Windows 8.1 Professional
1.8	Optical Mouse	Corded Optical Mouse or Similar
1.9	Keyboard	Keyboard or Similar
1.10	Monitor	24" LED Monitor OR Similar 1024 X 768 capable
1.11	Power Cord	Double headed South African Power Cord

1.3 Pre-Qualification criteria

1.3.1 Bidders must have successfully executed 3 similar projects of similar size during the past 5 years. Bidders **must** complete the schedule on page 4 detailing the company's previous experience in similar projects. The municipality reserves the right to verify all information submitted in terms of this formal price quotation and any information that is incorrect or false will result in the submission being automatically disqualified and not considered further. It is therefore emphasized that the references provided by the bidder will be contacted to confirm the information on the schedule.

1.3.2 The bidding company must be in existence for 5 years. (Proof of company's registration documents must be attached)

2. EVALUATION CRITERIA

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

Evaluation Criteria	Points
2.1 Price	80
2.2 B-BBEE in terms of Preferential Procurement Regulations of 2017 (form MBD 6.1)	20
Total points on offer	**100**

CURRENT / PREVIOUS EXPERIENCE

Indication of Competence / Ability to Perform Successfully

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

Description of Project	Client contact details			Value of Contract	Year Completed*
	Name of Client	**Name of Responsible Official**	**Telephone no**		

* Only projects that have been **completed** will be used for evaluation purposes and **not current** or **on-going** projects.

The Witzenberg Municipality will verify all information submitted in terms of this bid and any information that is incorrect will result in that bid being automatically disqualified and not considered further. Therefore it is stressed that the contact firm or person of the bidder must be willing to confirm the information in writing on the request by the Municipality.

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

…………………………..
(Name in Print)

…………..…………….
(Signature)

…………………………..
(Capacity)

……………………..
(Date)

WITZENBERG MUNICIPALITY
TECHNICAL SPECIFICATIONS

Formal written price quotations are hereby invited for **SUPPLY OF LICENCES FOR HANDHELDS AND METER READING SOFTWARE** within the following conditions.

No	DESCRIPTION	COMPLY		
		Yes	No	Details of deviations. If not sufficient space, attached annexure of deviations
1	**Meter reading software:**			
1.1	**Architecture –**			
1.1.1	The MRS must be built on the latest Microsoft.			
1.1.2	Net technology to provide robustness, security, scalability and reliability.			
1.1.3	The system should implement the standard client server model for use in both LAN and WAN environments.			
1.1.4	All data must be stored on an industry standard database server.			
1.2	**Modular Design –**			
1.2.1	The MRS should have a modular design to allow the customer to select system features to meet specific operational requirements as well as budgetary constraints.			
1.2.2	The system features should be enabled or disabled via a software key.			
1.3	**Billing System Host Interface –**			
1.3.1	The MRS must have a fully configurable interface to enable communication to the SAMRAS Billing System (SBS).			
1.3.2	The interface should have the ability to be encrypted and provide cyclic redundancy checks to ensure data exchange between the MRS and SBS is secure and error free.			
1.4	**Remote communications to handheld equipment –**			
1.4.1	The MRS must be able to transfer route data and other related data to the handheld equipment.			
1.4.2	Readings from the field must be sent to the MRS in 'near real time' to allow meter reading supervisors in the office to send re-read requests while the meter reader is still in the field.			
1.4.3	Periodically handheld location and status must be sent to the MRS for meter reading productivity and handheld monitoring.			
1.5	**Route Management –**			
1.5.1	The MRS must be capable of the creation of system routes which are optimized in size and sequence.			
1.5.2	The route management should allow for the creation of both permanent and temporary routes.			
1.5.3	Temporary routes are used during the current reading cycle for checking readings that failed validations.			
1.5.4	Reports must be available to monitor route efficiencies to ensure optimized routing.			
1.6	**Auto Route Allocation –**			
1.6.1	The MRS must be capable of allocating new meters provided by the billing systems to existing routes by finding meters with similar addresses and Erf numbers.			

1.7	**Route Scheduling –**			
1.7.1	The MRS should have a versatile route schedule planner which allows the operator to schedule multiply routes to each meter reader or handheld equipment.			
1.7.2	The scheduler must control the timely upload and download of the routes to the handhelds and provide alerts to any problems encountered.			
1.8	**GIS and GPS –**			
1.8.1	The MRS must have the ability to store geographical coordinates for each meter read and be able to display these meter positions on a geographic map.			
1.8.2	The map must indicate the know position of the meter and the position of the meter reader when the reading was taken.			
1.8.3	The MRS must be able to use meter positions to graphically setup meter reading routes based on the meters' physical location.			
1.8.4	The MRS must be able to send the known meter position to the handheld equipment.			
1.8.5	The handheld should then be capable of directing the meter reader to the meter.			
1.8.6	The handheld must ensure that the reading is captured within close proximity to the known meter position (geo-fence).			
1.9	**Meter Reading Photographs –**			
1.9.1	The MRS must be able to store and display any photographs taken by the handheld equipment and linked to individual meter readings.			
1.9.2	The photographs must be embossed with the GPS position of where the reading was taken, date, meter reader, meter number and meter reading.			
1.10	**Data Quality Control –**			
1.10.1	All data that is modified on the system or collected by handhelds must be subjected to rigorous validation rules.			
1.10.2	Data failing validation must generate exceptions which must be highlighted and presented to the Meter Reader Supervisor.			
1.10.3	The Meter Reader Supervisor needs to audit these exceptions before the data can be passed onto the Billing System.			
1.10.4	The validation rules must be fully customizable to meet specific user requirements.			
1.10.5	The following set of exceptions should be provided as a minimum:			
(i)	Hi/Low Reading			
(ii)	Reading taken outside Geo-Fence. Showing the distance between the know meter position and the location where the reading was taken.			
(iii)	Unconfirmed Meter Identity			
(iv)	Reading clocked over			
(v)	Too many reading attempts			
(vi)	No Access			
(vii)	Reader Note			
(viii)	Meter Dials Changed			
(ix)	Meter Number Changed			
(x)	New Service Added			
(xi)	Negative Reading			

1.11	**Management Reporting –**				
1.11.1	The full value of any data intensive system can only be realized when you are able to interpret the data properly.				
1.11.2	The MRS must have a comprehensive set of management reports which supply key performance indicators to help enhance, and thereby streamline the meter reading process.				
1.11.3	The system must be capable to store more than 24 months of reading information allowing for the generation of Business Intelligence reports on meter reader performance and route efficiency.				
1.11.4	The following types of reports should be available as a minimum:				
(i)	Activity Report – Shows all meters in specified routes with current readings, percentage deviation, reading notes and exceptions.				
(ii)	Meter Reader Productivity Report – Shows meter reader hourly progress through a shift.				
(iii)	Route Trend Report – Shows comparative route stats over multiply reading cycles. The report quickly identifies reading cycles that are below average.				
(iv)	Meter Reader Trend – Shows comparative meter reader stats over multiply reading cycles. The stats include reads/hour, no of reads, unreads, average reads per hour.				
(v)	Unread Trend Report – Shows meters that have not been read in a specified number of reading cycles.				
(vi)	Zero Consumption Report – List of meters whose consumption was zero for the specified number of reading cycles.				
1.12	**User Access Control –**				
1.12.1	Every user must be authenticated against a fully configurable user profile.				
1.12.2	The profile must be setup to grant access to specific areas of the system.				
1.13	**Audit Trail –**				
1.13.1	Every transaction in the system must be logged against the active user.				
1.13.2	This information must be available for auditing purposes and problem solving.				

The Bidder hereby confirms that the information given above is true and correct and certifies that all of the above is understood.

………………………..
 (Name in Print)

…………………….
(Signature)

………………………..
(Capacity)

……………………..
 (Date)

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

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

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WITZENBERG MUNICIPALITY					
BID NUMBER:	08/2/16/07	CLOSING DATE:	**25 June 2018**	CLOSING TIME:	**12:00**
DESCRIPTION	**SUPPLY OF LICENCES FOR HANDHELDS AND METER READING SOFTWARE**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

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

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS 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	Supply Chain	CONTACT PERSON	Mr A Raubenheimer
CONTACT PERSON	Ms Shayle Mentor	TELEPHONE NUMBER	023 316 1854
TELEPHONE NUMBER	023 312 1761 / 5	FACSIMILE NUMBER	023 316 8177
FACSIMILE NUMBER	023 312 1934	E-MAIL ADDRESS	araubenheimer@witzenberg.gov.za
E-MAIL ADDRESS	shayle@witzenberg.gov.za		

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**

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

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

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2.	**TAX COMPLIANCE REQUIREMENTS**

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

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

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

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

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3.	**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ 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: ……………………………………………..

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

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

Name of Bidder: …………………………………………………………..**Bid Number: 08/2/16/07**	
Closing Time: **12:00**	**Closing Date: 25 June 2018**

OFFER MUST BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	Period	TOTAL BID PRICE (Incl. VAT).
	SOFTWARE & IMPLEMENTATION		
1	Meter Reading Software **(refer to page 6 - 8)**	**12 months**	
2	Hand held GPS licenses	**12 months**	
3	Hand held software	**12 months**	
4	Installation, training and meter reading certification	**12 months**	
5	Hand held imagine software for camera	**12 months**	
	TOTAL BID PRICE (Incl. VAT)		

Note: All delivery costs must be included in the bid price and delivered to the prescribed destination as indicated below

- Required by: **Mr A Raubenheimer**
- At: **50 Voortrekker Street, Ceres**
- Does offer comply with specification? *YES/NO

If not to specification, indicate deviation(s) ……………………………………………………….

Period required for delivery ……………………………………………………….

Delivery: *Firm/not firm

VALUE ADDED TAX

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

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

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

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

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

DECLARATION OF INTEREST

1.   No bid will be accepted from persons in the service of the state¹.

2.   Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

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

3.2 Identity Number: …………………………………………………………………………

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

3.4 Company Registration Number: …………………………………………………………

3.5 Tax Reference Number:……………………………………………………………………

3.6 VAT Registration Number: …………………………………………………………………

3.7 The names of all directors / trustees / shareholders members, their individual identity
        numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?   **YES ☐ / NO ☐**

3.8.1 If yes, furnish particulars. …………………………………………………………

……………………………………………………………………………..

3.9 Have you been in the service of the state for the past twelve months? ……… **YES ☐/ NO ☐**

3.9.1 If yes, furnish particulars……………………………...………………………………..

3.10 Do you have any relationship (family, friend, other) with persons
        in the service of the state and who may be involved with

the evaluation and or adjudication of this bid? ………………………………… **YES ☐ / NO ☐**

3.10.1 If yes, furnish particulars.
………………………………………………………………………

……………………………………………………………………………

¹MSCM Regulations: "in the service of the state" means to be –
(a)   a member of –
(i)   any municipal council;
(ii)   any provincial legislature; or
(iii)   the national Assembly or the national Council of provinces;

(b)   a member of the board of directors of any municipal entity;
(c)   an official of any municipality or municipal entity;
(d)   an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e)   a member of the accounting authority of any national or provincial public entity; or
(f)   an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or

business and exercises control over the company.

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who

may be involved with the evaluation and or adjudication of this bid? **YES ☐ / NO ☐**

3.11.1 If yes, furnish particulars

……………………………………………………………………………

…………………………………...

3.12 Are any of the company's directors, trustees, managers,

principle shareholders or stakeholders in service of the state? **YES ☐ / NO ☐**

3.12.1 If yes, furnish particulars.

………………………………………………………………………

………………………………………………………………………

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders

in service of the state? **YES ☐ / NO ☐**

3.13.1 If yes, furnish particulars.

………………………………………………………………………

………………………………………………………………………

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or

business whether or not they are bidding for this contract. **YES ☐ / NO ☐**

3.14.1 If yes, furnish particulars:

………………………………………………………………….……………………………

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

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

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

……………………………….   …………………………………………
Capacity   **Name of Bidder**

RESPONSIVENESS AND EVALUATION CRITERIA

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

RESPONSIVENESS CRITERIA

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

a) The bid must be properly received in a sealed envelope. The outside of the envelope must clearly indicate the bid title, the bid number, the name and address of the bidder and the closing date of the bid.

b) The bid must be deposited in the relevant bid box as indicated on the notice of the bid on or before the closing date and time of the bid. **Telephonic, facsimile, electronic/ emailed and late bids will not be accepted.**

c) An original Valid Tax Clearance Certificate must be attached to the bid document **Bidders must indicate their pin as provided by SARS to confirm validity. Bidders who are registered on the municipality's accredited supplier database and submitted an original and valid tax clearance certificate with their application form do not need to submit it again with this bid, provided that the original tax clearance certificate will be valid at the time of bid closing. <u>Bidders must indicate their pin as provided by SARS to confirm validity of their Tax Clearance Certificate. Failure to provide Tax Clearance Pin may result in your bid being disqualified.</u> However, the onus is on the bidder to confirm this with the Supply Chain Unit.**

d) Bids shall be invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:

  1. If the bid is not sealed;
  2. if the bid including the bid price amount, where applicable is not submitted on the official pricing schedule;
  3. if the bid is not completed in non-erasable ink; or
  4. if the name of the bidder is not stated, or is indecipherable

e) A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.

f) The official bid document must be fully completed in indelible ink. Where information requested does not apply to the bidder and the space is left blank, it will be deemed to be not applicable.

g) All requested relevant and/ or additional documentation such as Compliance Certificates, professional registration, artisan qualification, etc, must be submitted with the bid document.

h) Bidders must submit a certified statement signed by the bidder declaring that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days (Annexure A).

i) The bidder must be in good standing to do business with the public sector in terms of Regulation 38 of the Supply Chain Management Regulations (Government Gazette 27636 of 30 May 2005).

j) If the entity submitting a bid is a Joint Venture or Consortium or Partnership, each party to that formation must submit all the above information.

k) The bidder must adhere to the Pricing Instructions. **Bidders are required to bid for all items in the pricing schedule. If not the bid will be considered to be non-responsive.**

l) The Bidder's details must be provided.

m) The necessary document authorising the Representative to sign and submit the bid on the bidder's behalf must be completed and signed.

n) The Declaration of Interests by the bidder must be completed and signed.

o) The bid must comply with all the minimum technical specifications.

p) The MBD 9 (prohibition of restrictive practices) must be completed and signed.

q) Checklist at the back of the bid document must be completed and adhered to.

r) The bidder must initial every page of the bid document.

s) The bidder must attach full specifications and warranty details

EVALUATION CRITERIA

a) All bids received shall be evaluated in terms of the Supply Chain Management Regulation, the Preferential Procurement Policy Framework Act no 5 of 2000 and the Preferential Procurement Regulations of 2017 that was promulgated by the Minister of Finance on 20 January 2017 in Government Gazette No 40553

b) The Council reserves the right to accept all, some, or none of the bids submitted — either wholly or in part — and it is not obligated to accept the lowest bid.

c) The municipality may accept any offer notwithstanding the fact that the offer does not comply with the bid invitation in respect of which the offer has been made subject to the following:

The Accounting Officer is empowered to condone non-compliance with peremptory requirements of bids in cases where the condonation is not incompatible with public interest and promote the values of fairness, competitiveness and cost-effectiveness which are listed in Section 217 of the Constitution.

AREAS TO BE INCLUDED IN EVALUATION PROCESS:

Evaluation of Preference Points

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

Price	80 points
B- BBEE Status Level of Contribution	20 points
Total	100 points

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: **BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

---

1.   GENERAL CONDITIONS

1.1   The following preference point systems are applicable to all bids:

-    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

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable;

1.3   Points for this bid shall be awarded for:

(a)   Price; and

(b)   B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	**100**

1.5   Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2.   DEFINITIONS

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

(b)   "**B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c)   **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d)   **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e)   "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g)   **"prices"** includes all applicable taxes less all unconditional discounts;

(h) **"proof of B-BBEE status level of contributor"** means:

    1) B-BBEE Status level certificate issued by an authorized body or person;

    2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

    3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

3.1 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 bid under consideration

Pt   =   Price of bid under consideration

Pmin   =   Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5.   BID DECLARATION

5.1   Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6.   B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1   B-BBEE Status Level of Contributor: =   ……… (maximum 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7.   SUB-CONTRACTING

7.1   Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES		NO	

7.1.1   If yes, indicate:

i)   What percentage of the contract will be subcontracted...........…………….…………%
ii)   The name of the sub-contractor……………………………………………………..
iii)   The B-BBEE status level of the sub-contractor...................................…………..
iv)   Whether the sub-contractor is an EME or QSE
        (*Tick applicable box*)

YES		NO	

v)   Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8.   **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1   Name of company/firm:…………………………………………………………………………

8.2   VAT registration number:………………………………………….…………………………

8.3   Company registration number:………………………………….……………………………

8.4   TYPE OF COMPANY/ FIRM

☐   Partnership/Joint Venture / Consortium
☐   One person business/sole propriety
☐   Close corporation
☐   Company
☐   (Pty) Limited
[TICK APPLICABLE BOX]

8.5   DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……

……

……

8.6   COMPANY CLASSIFICATION

☐   Manufacturer
☐   Supplier
☐   Professional service provider
☐   Other service providers, e.g. transporter, etc.
[*TICK APPLICABLE BOX*]

8.7   MUNICIPAL INFORMATION

Municipality where business is situated: ….……………………………………………….

Registered Account Number: ………………………….

Stand Number:………………………………………….

8.8   Total number of years the company/firm has been in business:……………………………

8.9   I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

i)   The information furnished is true and correct;

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

iii)   In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv)   If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a)   disqualify the person from the bidding process;

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

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

(d)   recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e)   forward the matter for criminal prosecution.

WITNESSES:

1.   ………………………………………

2.   ………………………………………

DATE:………………………………………

………………………………………………
SIGNATURE(S) OF BIDDER(S)

ADDRESS:………………………………………..

………………………………………..

………………………………………

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

   a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
   b. been convicted for fraud or corruption during the past five years;
   c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
   d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's** **website (www.treasury.gov.za) and can be accessed by clicking on its link at the** **bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐

Item	Question	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three MONTHSs?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)………..………..……………………………...……**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.**

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1   This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2   Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

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

   a.   take all reasonable steps to prevent such abuse;

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

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

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

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid: **08/2/16/07: SUPPLY OF LICENCES FOR HANDHELDS AND METER READING SOFTWARE** invitation for the bid made by: **WITZENBERG MUNICIPALITY** does hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_____that:

(Name of Bidder)

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

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

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

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

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

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

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

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

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

7.   In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

    (a)   prices;

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

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

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

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

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

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

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

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

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

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

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

BID NO 08/2/16/07: SUPPLY OF LICENCES FOR HANDHELDS AND METER READING SOFTWARE

Authorisation to deduct outstanding amounts

To: Municipal Manager, Witzenberg Municipality

From: _____
                        (Name of Bidder or Consortium)

AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO COUNCIL

I, THE UNDERSIGNED,

_____,
                        (FULL NAME IN BLOCK LETTERS)

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

…………………………………………………………….
Signature

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

at …………………………………………….. on the ………… day of ……….………… 20…………...
              (Place)   (Date)   (Month)   (Year)
in the presence of the subscribing witnesses.

AS WITNESSES:

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

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

To: Municipal Manager, Witzenberg Municipality

_____

CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDER

BID NO 08/2/16/07: SUPPLY OF LICENCES FOR HANDHELDS AND METER READING SOFTWARE

NAME OF THE BIDDER: …………………………………………………………………………..

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

Physical business address of Bidder	Municipal Account numbers

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

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

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

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

_____

Signature

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

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

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

CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

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

Mark with "X" where applicable

Items to be checked	Yes	No	Comments
1. Completed page containing the details of bidder			
2. Valid and original tax clearance certificate attached to bid document (MBD 2). **An original Valid Tax Clearance Certificate must be attached to the bid document. Bidders must indicate their pin as provided by SARS to confirm validity of their Tax Clearance Certificate. Failure to provide Tax Clearance Pin may result in your bid being disqualified. Bidders who are registered on the municipality's accredited supplier database and attached an original valid tax clearance certificate to their application form does not need to submit an original tax clearance certificate with their bid document. Bidders must indicate their pin as provided by SARS to confirm validity. However, the onus is on the bidder to confirm with the Supply Chain Unit whether or not his/ her tax clearance certificate that was submitted with the supplier application form will be valid at the time of bid closing.**			
3. An original or copy of B- BBEE status level verification certificate.			
4. Adhered to the pricing instructions (MBD 3.1)			
5. Completed and signed declaration of interest (MBD 4)			
6. Preference points claimed and signed declarations (MBD 6.1)			
7. Signed declaration of bidder's past supply chain management practices (MBD 8)			
8. Prohibition of Restrictive Practices (MBD9) be completed and signed.			
9. Comply with full specifications.			
10. Bidder must initial every page of this bid document.			
11. Bidder must attach full specifications if it deviates from the said specification			
12. Latest municipal account of the bidder and its directors must be attached **a. If the bidder is not responsible for the payment of municipal rates and/ services, details in support of this must be attached to this bid document e.g. letter from landlord**			

CERTIFICATION

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

…………………………………...   ……………………………………………….

Signature   **Date**

…………………………………….   ……………………………………………….

Position   **Name**

M3 BLACK

M3 BLACK is named after M3's former model; M3 BLACK which were revolutionary model in year 2006. In year 2013, M3 launched new revolutionary model in both physical and performance perspective.

SAP® Software

New M3 BLACK features:

- TI 1GHz CPU and 8GB of huge memory space.
- 3.8G HSPA+, IEEE802.11 a/b/g/h coverage.
- Full dust and water protection (IP67, 2.0m drop rating, 1,000 times tumble test.
- Wide range of working temperature.
- Large capacity smart battery with optional 5,100mAh extended battery.

All new M3 BLACK will bring your satisfaction to the top in all working environment.

Extra Accessories

Extra Accessories specifically designed for M3 BLACK enhances the PDA's functionality and broaden its applicable area. Its wide range of extra accessories will make M3 BLACK to be suitable virtually in any environment.

Cradles

M3 BLACK has various types of cradle for charging and DataSync. Besides the basic Single Slot Cradle, Single Slot Ethernet Cradle can be used for Ethernet and Vehicle Cradle is for charging M3 BLACK device in the car. And GPS function can also be used while charging the device through the optional GPS.

Pistol Grip (scanner)

Optional pistol grip is for scan-intensive environments. This handy equipment will improve your ergonomics and increase your satisfaction.

Snap-on

Snap-on provides almost the same functions of cradle but is optimized for using field environment.

Etc

There are other accessories; Leather Case for M3 BLACK. To be handy for carrying and protect M3 BLACK from any circumstances, a leather case will be a good solution. Users can choose belt type or strap type with this optional accessory.

www.m3mobile.net

Features & Benefits

TI AM3715 1GHz CPU

Powerful TI-OSler CPU enables user to handle the intensive tasks by providing faster process speed and recently access.

Abundant Memory, 8GB ROM!

Data storage is one of the most important feature of PDA. With 8GB of storage capacity, you can save a lot more of precious data.

3.8G HSPA+ Communication

Fine band 3.8G HSPA+ wireless system provides faster data communication through air.

IEEE 802.11 a/b/g/n

M3 BLACK provides b/g or b/g/n as an option. Choose the nation that best suit your working environment.

5.0M Pixels AF Camera

High resolution and auto focus functionality captures clear images of products and for documentation.

Multi-function QWERTY Keypad

Multi-functional QWERTY keypad are designed for versatility performance. All key work in every going to make life direct access the products and increase the working speed.

Smart Battery
(Li-Ion 3.7V 3,400mAh / 5,100mAh)

3,400mAh smart battery allows the user to work constantly without battery change. Moreover, for heavy working environment or for long time shifts, 5,100mAh extended battery can support your work even longer.

All working environment
(2.0m drop, IP67, 1,000 tumbles)

M3 BLACK provides full protection against dust and water environments. 2.0m drop and 1,000 times of tumble test. And, IP67 wide range of working temperature make it suitable for all working environment.

Applicable Area
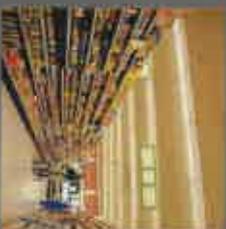
High performance CPU and large storage capacity while providing seamless network functionality and physical strength make M3 BLACK to be used reliably in all work environment.

- Tough as construction area
- Accurate data capturing for distribution, warehouse and manufacturing.

(Distribution)   (Manufacturing)   (Logistics)   (Construction)

Specification

www.m3mobile.net

M3 BLACK

Monsterous Performance!
1GHz CPU with 8GB ROM

M3 MOBiLE
Your Best Mobile Business Partner

SAP® Software
SAP Partner

Physical Characteristics

DIMENSION (W x H x D)	75.3 x 185.8 x 26 mm	
	2.96 x 6.62 x 1.32 in	
WEIGHT	336 g / 11.8 oz	
DISPLAY	3.5" VGA TFT LCD 480 x 640 pixels	
BATTERY	Standard	Li-Ion 3.7 V 3,400mA
	Extended	Li-Ion 3.7 V 6,100mA
	Type	Smart Battery

Performance Characteristics

MULTI-PROCESSOR	CPU	TI AM3715 1 GHz
	Radio	ARM9 11 series
OS	Windows Embedded Handheld 6.5	
MEMORY	RAM	512 MB
	ROM	8 GB
INTERFACE	Card Slot	Micro SD, 16/8/32 GB
	USB	USB Host 1.0 / Client 2.0

User Environment

TEMPERATURE	Operating	-20 to 60°C / -4 to 140°F
	Storing	-30 to 70°C / -22 to 158°F
HUMIDITY	5% non-condensing	
TUMBLE TEST	1.2 m / 3.9 ft	
DROP TEST	1.5 m / 5 ft to concrete (room temp)	
IP RATING	IP67	

Wireless Radio Options

WWAN	2G	GSM / GPRS / EDGE Quad band
		(850 / 900 / 1800 / 1900 MHz)
	3G	UMTS / HSPA+ five band
		(800/850/AWS/1900/2100 MHz)
WLAN	IEEE 802.11 a/b/g, tri-gen (optional)	
SECURITY	WEP, WPA, WPA2, TKIP, AES, EAP-FAST, EAP-TLS, EAP-TTLS, PEAP-GTC, PEAP-TLS, PEAP-MSCHAPv2, LEAP, 802.1x	
GPS	Type	EPO, C1 GPS
	A-GPS	
BLUETOOTH	Class II V2.0 with EDR	
RFID	HF	13.56 MHz
	Tags	ISO 14443 A/B, ISO 15693, I-CODE
	UHF	1.5M~3.5M SWIR (optional)
		860~960 MHz

General Options

SCANNER	1D Laser, 2D Imager
CAMERA	5.0 M Pixel, Auto Focus Camera
KEYPAD	29 key, Alpha Numeric
	55 key, QWERTY, 42/41

Certifications

CE FC RoHS Compliant

Common Accessories

Adapter	Stylus pen	Battery	USB cable	Cradle

Distributed by

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