

Mossel Bay Municipality

## TENDER 75/2009

### TRAFFIC MANAGEMENT SYSTEM: A. SUPPLY OF DIGITAL AND RED LIGHT CAMERAS AND TRAFFIC CONTRAVENTION MANAGEMENT SYSTEM; AND B. COLLECTION AND PAYMENT METHODS OF TRAFFIC FINES

|                             |                     |
|-----------------------------|---------------------|
| CLOSING DATE: 26 MARCH 2010 | CLOSING TIME: 12:00 |
|-----------------------------|---------------------|

NAME OF BIDDER\* .....

ADDRESS\* .....  
.....  
.....  
.....

TEL NUMBER\* .....

FAX NUMBER\* .....

MBM DATABASE REG NO\* .....

TENDER AMOUNT, INCL VAT\* .....

(\* TO BE COMPLETED BY BIDDER)

---

Prepared by:  
Mossel Bay Municipality  
PO Box 25  
Mossel Bay  
6500  
Tel No: +27 (44) 606-5000

## INDEX

| <b>SECTION 1</b> |  | <b>PAGE</b> |
|------------------|--|-------------|
| 1.1              | INVITATION TO TENDER   | 2           |
| 1.2              | TENDER CONDITIONS AND INFORMATION  | 3           |
| 1.3              | GENERAL CONDITIONS OF CONTRACT   | 8           |
| 1.4              | SPECIAL CONDITIONS OF CONTRACT   | 15          |
|                  |  |             |
| <b>SECTION 2</b> |  |             |
| 2.1              | SPECIFICATIONS   | 17          |
| 2.2              | EVALUATION SCHEDULE  | 30          |
|                  |  |             |
| <b>SECTION 3</b> |  |             |
| 3.1              | MBD1: BID FOR REQUIREMENTS OF THE MUNICIPALITY OF MOSSEL BAY   | 36          |
|                  |  |             |
| <b>SECTION 4</b> |  |             |
| 4.1              | MBD4: DECLARATION OF INTEREST  | 39          |
| 4.2              | MBD6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001  | 41          |
| 4.3              | MBD6.11: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL POCUREMENT REGULATIONS 2001 - PROMOTION OF ENTERPRISES LOCATED IN A SPECIFIC MUNICIPAL AREA | 49          |
| 4.4              | MBD8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES   | 52          |
|                  |  |             |
| <b>SECTION 5</b> | DECLARATION  | 54          |
|                  |  |             |
| <b>SECTION 6</b> | CONTRACT FORM  | 55          |
|                  |  |             |
| <b>SECTION 7</b> | ANNEXURE A: DRAFT SERVICE LEVEL AGREEMENT  | 57          |

## SECTION 1.1: INVITATION TO TENDER

CLOSING DATE: 26 MARCH 2010

CLOSING TIME: 12:00

### TENDER NO 75/2009: TRAFFIC MANAGEMENT SYSTEM:

- A. SUPPLY OF DIGITAL AND RED LIGHT CAMERAS AND TRAFFIC CONTRAVENTION MANAGEMENT SYSTEM; AND**  
**B. COLLECTION AND PAYMENT METHODS OF TRAFFIC FINES**

Tenders are hereby invited from service providers for the provision of a Traffic Management System, the Collection and payment methods of traffic fines and the Supply of digital red light cameras and related services for a period of three years, from 1 July 2010 to 30 June 2013. Bidders must bid on both Parts A and B.

Tenders must be submitted on the original documents and remain valid for 90 (ninety) days after the closing date of the tender. Enquiries about the tender and the completion of the documents can be addressed to Mr GN Viljoen at telephone (044) 606-5200.

A set of tender documents can be obtained at a non-refundable cost of R150 per set from Ms Waydene Williams at telephone (044) 606-5201. Tender documents can also be obtained at the **compulsory information session which will take place at 11:00 on Tuesday, 9 March 2010 at the Board Room, 1<sup>st</sup> floor, Mossel Bay Municipality Main Building, Marsh Street, Mossel Bay.** As no payments can and will be accepted at the information session, all payments must be done prior thereto. Documents will only be handed to prospective bidders who produce a receipt for the payment of the tender document. Payments must be made by crossed cheque payable to the Mossel Bay Municipality. Documents that are e-mailed to prospective bidders will be free of charge. Additional sets of tender documents are available at a cost of R50 per set.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box on the Lower Ground floor (seaside) at the Municipality by not later than 12:00 on Friday, 26 March 2010** or be mailed to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

Receipts will be issued at request only for tenders handed in during office hours from Mondays to Fridays. Receipts will not be issued for tenders placed in the tender box after hours or which are received by mail.

The tender box will be emptied just after 12:00 on the closing date where after all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to readvertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

It is expected of all prospective service providers who are not yet registered on the Municipality's Accredited Supplier Database to register without delay by completing the prescribed form. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the Database.

**DR M GRATZ**  
**MUNICIPAL MANAGER**

## **SECTION 1.2: TENDER CONDITIONS AND INFORMATION**

### **1.2.1 General and Special Conditions of Contract**

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

### **1.2.2 Acceptance or Rejection of a Tender**

The Municipality reserves the right to withdraw any invitation to tender and/or to readvertise 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 ninety (90) days after the tender closure date.

### **1.2.4 Cost of Tender Documents**

Payment for tender documents, if specified, must be made by a crossed cheque payable to the Municipality of Mossel Bay. These costs are non-refundable.

### **1.2.5 Registration on Accredited Supplier Database**

It is expected of all prospective service providers who are not yet registered on the Municipality's Accredited Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to 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 authorised signatory to validate the tender. Section 5: DECLARATION must be completed and signed by the authorised signatory and returned. 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 pages will result in the disqualification of the tender.

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

## **1.2.7 Compulsory Documentation**

### **1.2.7.1 Tax Clearance Certificate**

(a) A valid original Tax Clearance Certificate must accompany the bid documents unless the bidder is registered on the Accredited Supplier Database of the Municipality and the Municipality has a valid original Tax Clearance Certificate for the bidder on record. The onus is on the bidder to ensure that the Municipality has an original Tax Clearance Certificate on record. If the South African Revenue Services (SARS) cannot provide a valid original Tax Clearance Certificate; the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order.

(b) Bids not supported by a valid original Tax Clearance Certificate, either as an attachment to the bid documents or on record in the case of suppliers registered on the Supplier Database of the Municipality, will be disqualified.

## **1.2.8 Other Documentation**

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

When applicable, a copy of the bidder's registration with the CIDB must be included with the tender.

### **1.2.8.2 Municipal Rates, Taxes and Charges**

(a) A certified copy of the bidder's and those of its directors municipal accounts (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 certified copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents after the closing date to verify that their municipal accounts are in order.

(b) Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same 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 and that their rent is not in arrears.

## **1.2.9 Authorised Signatory**

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

(b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised 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 Municipality reserves the right to obtain such document after the closing date to verify that the signatory is in order.

#### 1.2.10 Site / Information Meetings

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 commences 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.

#### 1.2.11 Samples

Samples, if requested, are to be provided to the Municipality with the tender document.

#### 1.2.12 Quantities of Specific Items

If tenders are called for a specific number of items, Council reserves the right to change the number of such items 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 on the Lower Ground floor (seaside) at the Municipality by not later than 12:00 on 26 March 2010**

OR

- be mailed to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time.

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

#### 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 Mossel Bay Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Mossel Bay Municipality, it should do so in writing to the Mossel Bay Municipality. Any effort by the firm to influence the Mossel Bay 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 published on the Municipality's website as well as recorded in a register which is open to public inspection.

#### **1.2.17 Evaluation of Tenders**

Tenders will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of tender documents.

#### **1.2.18 Procurement Policy**

Bids will be awarded in accordance with the Preferential Procurement Regulations, 2001 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000 as well as the Municipality's Supply Chain Management Policy.

#### **1.2.19 Contract**

The successful bidder will be expected to sign the agreement in Section 6 of this bid document. The signing of both Parts of Section 6 of this bid document signifies the conclusion of the contract and together with the signed Service Level Agreement, will constitute the full agreement between the Municipality and the successful bidder.

#### **1.2.20 Language of Contract**

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

#### **1.2.21 Extension of Contract**

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

### **1.2.22 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.

### **1.2.23 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 as a result of the award of the contract.

### **1.2.24 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 councillor 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.

### **1.2.25 Enquiries**

Enquiries in connection with this tender, prior to the tender closure date, may be addressed to Mr Naudé Viljoen at telephone (044) 606-5200 or by e-mail to [gnviljoen@mosselbaymun.co.za](mailto:gnviljoen@mosselbaymun.co.za)

oooOOOooo

### **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 into between the purchaser and the provider, 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 provider 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 any thing 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 provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the provider and not involving the provider's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the provider 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 provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, doc- dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the Mossel Bay Municipality.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.
- 1.25 "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 supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the institution's website. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **4. Standards**

- 4.1 The provider 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. Use of contract documents and information; inspection**

- 5.1 The provider 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 provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2 The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in the 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 provider's performance under the contract if so required by the purchaser.
- 5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

- 6.1 The provider 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 provider developed documentation / projects for the municipality or municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality or 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 provider'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 provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations" unless otherwise specified.

## **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organisation 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 supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
- 8.8 The provision of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of the GCC.

## **9 Packing**

- 9.1 The provider shall provide such packing of goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, 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 provider 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 to 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 provider 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 provider of any warrant obligations under this contract; and

- (e) training or the purchaser's personnel, at the provider'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 provider 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 provider for similar services.
- 14. Spare parts**
- 14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:
- (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warrant obligations under the contract; and
- (b) in the event of termination of production of 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 needed
- 15. Warranty**
- 15.1 The provider warrants that the goods supplied under the contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The provider 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 provider, 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 provider in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the provider shall, within the period specify and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the provider, 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 provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorised in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

**19. Assignment**

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

**20. Subcontracts**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under 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 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties**

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

**23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part: (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; (b) if the Supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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.

**24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or

subsidised import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

**25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

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

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

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

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

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

**28. Limitation of liability**

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

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

**30. Applicable law**

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

**31. Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Mossel Bay Municipality must be in possession of a valid original income tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

oooOOooo

## **SECTION 1.4 SPECIAL CONDITIONS OF CONTRACT**

### **1.4.1 Introduction**

The Mossel Bay Municipality wishes to enter into a contract with a suitable Services Provider for the supply of digital and red light cameras and related services and traffic contravention management system as well as the provision of collection and payment methods of traffic fines for a period of three (3) years, from 1 July 2010 to 30 June 2013.

Bidders must bid on both sections A and B.

### **1.4.2 Definitions**

The following definition is also applicable to this bid:

1.4.2.1 "Successfully finalised case" means the finalisation of a case by payment (paid violation) or withdrawal in a court of law after tracing the offender, after all the actions as described in Part A1, Part A2 and Part B were executed and which inter alia include the following: all criminal processes from capturing the offence, issuing 341-notices, summoning, tracing of offender and insuring the presence of the offender at court.

### **1.4.3 Conditions**

1.4.3.1 The Service Provider must have a sound knowledge and understanding of local government business.

1.4.3.2 The Service Provider must have a proven track record of supplying solutions, preferably in local government environment.

1.4.3.3 The Service Provider and its systems must have the ability to interact and integrate with all relevant stakeholders and systems used by the Municipality to ensure an integrated approach.

1.4.3.4 After an in-depth analysis has been conducted, the results with action plans and budgets will be presented to the Service Provider and the Municipality.

1.4.3.5 The Service Provider must clearly present plans and budgets per deliverable, to ensure correct adjudication of the tender.

1.4.3.6 The Service Provider will present progress reports bi-weekly during the inception of the project and monthly afterwards.

1.4.3.7 Progress will be measured against clear deliverables captured in the contract between the Municipality and the Service Provider.

1.4.3.8 Provision must be made by the Service Provider for travelling and accommodation in line with the government approved tariffs.

1.4.3.9 Senior staff from the Service Provider should be available during the project meetings.

1.4.3.10 A mentoring role should be performed after implementation of the recommendations to ensure sustainability.

- 1.4.3.11 The Municipality must be able to generate customised management reports on an as and when required basis for perusal.
- 1.4.3.12 All recovered outstanding traffic amounts are to be paid over to the Municipality by electronic transfer on a daily basis.
- 1.4.3.13 Additional work or work done outside the scope of the contract will be for the cost of the Service Provider and will not form part of the contract, unless mutually agreed by the Municipality and the Service Provider.
- 1.4.3.14 The Service Provider must be willing to be audited by the Municipality's internal auditors with regard to contractual obligations.
- 1.4.3.15 The Service Provider and the Municipality will conclude a Service Level Agreement based on mutually agreed performance measures. The contract will only be signed after the Service Level Agreement has been concluded by the Service Provider and the Municipality.
- 1.4.3.16 The Municipality reserves the right to do site inspections at any of the sites listed as references by the bidder.
- 1.4.3.17 The Service Provider must obtain his own offices and personnel for his own account.

## **SECTION 2.1: SPECIFICATIONS**

### **2.1.1 BACK GROUND**

The Mossel Bay Municipality wishes to appoint an experienced Service Provider for the provision of a Traffic convention management system, the collection and payment methods of traffic fines and the supply of digital and red light cameras and related services for a period of 3 years from 1 July 2010 to 30 June 2013.

Bidders must bid on both Parts A and B.

The required services will include the supply, installation and maintenance of Traffic Management System.

Upon commencement of the contract the Municipality will expect immediate delivery and installation within one (1) month after the contract has been awarded.

The Municipality requires the traffic contravention system and full back-office services for the processing of all cameras captured offences, handwritten traffic fines and certain by laws. This will encompass the full life-cycle of a traffic fine from the initial capturing of the offence, through all the legal processes which includes summons serving, up to the stage where the fine is ultimately finalised. Certain by-law offences also need to be processed by the Service Provider.

### **2.1.2 PART A1: SUPPLY OF DIGITAL AND RED LIGHT CAMERAS**

These processes must consist of the following:

- a) Equipment (Portable permanent cameras) ; and
- b) The administration

#### **2.1.2.1 MOBILE CAMERAS**

The following specifications will apply for mobile cameras:

- (i) Mobile speed of detection coupled with digital cameras technology
- (ii) Selection of cameras should be available from 2.5 – 11 mega pixels resolution
- (iii) Cameras should have minimum storage of 8000 violations
- (iv) Must be functional in high temperatures
- (v) Images must be recorded in colour
- (vi) Unit should be easy to set up
- (vii) The system must have statistical capability
- (viii) Laser Cams should be able to switch between cars & trucks
- (ix) The unit should have GPS interface for location co-ordinates
- (x) Auto and manual settings, departing or approaching
- (xi) Secure storage of data on replaceable data carriers to enable data transfer to office software
- (xii) Internal and external battery units
- (xiii) Tamperproof
- (xiv) Unit should be safe to use at night and must have a flash unite available
- (xv) The availability of replacement equipment during repairs or calibration
- (xvi) Cameras must comply with SABS 1795 part o, General, Part 2, Laser and Part 5 recording devices.

### 2.1.2.2 VEHICLES

The following specifications will apply:

- (i) Two (2) light panel van commercial vehicles of not less than 1300cc for utilisation by the speed law enforcement teams
- (ii) Operational cost for the account of the contractor

### 2.1.2.3 PERMANENT CAMERAS

The following specifications will apply for permanent cameras:

- (i) Red light violation & speed detection coupled with digital camera technology
- (ii) Should cover up to 4 lanes
- (iii) Selection of cameras should be available from 2.5 – 11 mega pixels resolution
- (iv) Cameras should have a minimum of 30 gig internal hard drive
- (v) Images should have encryption on
- (vi) Cameras should have the capability of using existing housings and sites
- (vii) System should have statistical capability
- (viii) Cameras must be adjustable to take 2 images for red light violations and 1 image for speed on green
- (ix) The unit should have built-in TFT screen with GUI interface
- (x) The unit should have remote GUI control using laptop computer for external monitoring
- (xi) Must be functional to operate in high temperatures
- (xii) Armed housing must be supplied with cooling system to avoid overheating
- (xiii) Cameras must have built –in adjustable flash
- (xiv) Cameras must support external flash unit
- (xv) Unit must be able to use a laptop / external drive or a memory stick for the downloading of images
- (xvi) Monitoring system that send alarm to a central office to indicate faults, damages, camera full, etcetera
- (xvii) Camera should be capable of remote downloading of images over wireless / fibre network
- (xviii) Cameras should be capable of being rotated around existing and new sites with no disconnecting / reconnecting of cables being necessary
- (xix) System must do vehicle classification automatically and adjust speed limits accordingly
- (xx) The availability of replacement equipment during repairs or calibrations
- (xxi) Cameras must comply with SABS 1795 part o, General, Part 2, Laser and Part 5 recording devices

### 2.1.3 PART A2: THE TRAFFIC CONTRAVENTION MANAGEMENT SYSTEM

The following minimum requirements are applicable:

- (i) Compliance with updated TCSP guidelines for private sector involvement in providing administrative and logistical support to traffic authority
- (ii) Must be a multi user Traffic Management System (TMS) installation on a central server in a local area network environment
- (iii) Interface for the uploading of cameras offences of any type of TCSP approved digital cameras according to DPP instruction
- (iv) Maintaining a database of camera offence images and all other process documents as well as payments received for enquiry and court evidence complying with DPP guidelines
- (v) Capturing and verification of cameras offence details before processing it

- (vi) Interface to NATIS and alternative database for obtaining offenders full names and address details
- (vii) Printing of notices for camera offences in terms Section 341 of the Criminal Procedure Act 51 of 1977
- (viii) Generating and printing of summonses and in terms Section 54 of the Criminal Procedure Act 51 of 1977 as well as allocation of summonses and server management
- (ix) Online cashier facilities and interface for verified payments with electronic payment service providers as per MFMA and auditor guidelines provided by the Municipality
- (x) Recording and finalization of representation (not including decision making)
- (xi) Administration of court related documentation e.g.
  - Criminal case register
  - Admission of guilt and spot fine register
  - Warrant of arrest and related registers
  - Court rules
- (xii) Roadblock assistance software – online and / or off-line
- (xiii) The Municipality must be able to generate customised management reports and graphs on an as and when required basis for perusal.
- (xiv) All reports must be available for electronic enquiry to the Municipality
- (xv) Service level agreement for user support helpdesk, training, support system maintenance and new releases
- (xvi) Maintenance of updates of electronic charges sheets and other
- (xvii) Tracking and tracing of offenders and call centre support functionality and where it is situated
- (xviii) Track record of successful installations that are currently in use
- (xix) Provide software for enquiry and viewing purposes
- (xx) Cost must be inclusive of VAT

#### **2.1.3.1 Additional condition**

- (i) Prices for delivering the service must be done on a fixed rate as stipulated by the DPP guidelines and should include the lease of cameras over the tendered period.
- (ii) The bidder must have the ability to provide the service without sub-contracting any of the services. The successful bidder must be able to supply expert evidence for court representation for the camera.
- (iii) The bidder will provide office space, personnel and training to carry out administration functions within Mossel Bay.
- (iv) The Service Provider will have to prove to the satisfaction of the Municipality that its systems and infrastructure have the capacity to process at least the Municipality's current offence volumes within levels of response times, processing speeds, reliability and accuracy that is acceptable to the Municipality, with sufficient spare capacity in reserve to cope with increased volumes. The system must be Windows-based.
- (v) The Service Provider will be expected to process all new cases taken from the commencement date of the contract. The fines not finalised in the Municipality's TCS legacy system will remain the responsibility of the previous contractor for a period of 6 months. During this period the legacy system and the contractor system will work in parallel as the legacy system is being "run dry". At the end of the 6 months period the Municipality requires the contractor to migrate any remaining cases from the TCS system onto the new traffic contravention system, where possible. This must be done in such a manner that there is minimal disruption in the processing life-cycles of existing fines or loss of cases.
- (vi) All information in the database remains the property of the Municipality.
- (vii) The bidder has the responsibility to do regular back-ups and to protect the database.

## **2.1.4 PART B: COLLECTION AND PAYMENT METHODS OF TRAFFIC FINES**

### **2.1.4.1 Scope**

The Service Provider should assess the current systems with regard to collecting and payment on outstanding traffic fines (Summonses and Warrant of Arrest). Tenders will have to be specific and realistic, have detailed action plans with budgets and the role of the Service Provider and that of the Mossel Bay Municipality. The Service Provider should perform a mentoring and project management role and hands on where applicable. Transfer of skills and sustainability of the changes is core to the success of the support and the planning should be done accordingly.

The Service Provider should assess all systems, policies and strategies in place and make recommendations for improvements if needed. A detailed project scoping can be conducted after appointment, which will then form the project charter.

The Mossel Bay Municipality hereby calls for detailed tenders which include the methodology to be employed as well as the cost implications. The municipality can consider the tender in full or part thereof depending on the factors such as cost and clear understanding of the objectives of the project. Tenders should be thoroughly structured per task with detailed budgets and proposed action plans.

### **2.1.4.2 Deliverables**

- 2.1.4.2.1 The collection system used should interface with the existing system and any future system that Municipality may use, in such a way that it serves as an extension of the existing traffic management system.
- 2.1.4.2.2 The system utilized by the Service Provider must be able to effectively control and recover outstanding fines.
- 2.1.4.2.3 It must be able to generate all the necessary management reports; both current as well as historic information must be available.
- 2.1.4.2.4 It must be user friendly and uncomplicated.
- 2.1.4.2.5 An electronic payment system (internet payment) should be available for recovering outstanding traffic fines.
- 2.1.4.2.6 The payment system should be able to handle multiple payments of varying amounts over a period of time.
- 2.1.4.2.7 The system must also cater for other payment options e.g. postal orders, cheques etc.
- 2.1.4.2.8 The system must be able to effect payments directly from the offender into the Municipality's bank account.
- 2.1.4.2.9 The Service Provider must be able to handle matters handed over for the legal process (341's, summonses and WOA).
- 2.1.4.2.10 It must cater for all traffic collection functions e.g.
  - SMS warnings
  - Call centre contact

- Query attendance
- Arrangements
- Summonses
- Warrants of Arrest
- Managements reports

The monthly service fee will be based on a set fee for every fine payment recorded on the contractor system during the month. The Service Provider will be expected to tender a single set fee covering every category of fine.

### **2.1.4.3 Functional Information and Evaluation**

#### **2.1.4.3.1 Bidder's information**

A. The Service Provider shall:

- (a) Perform all its duties under the supervision of the Mossel Bay Municipality and in strict compliance with any instruction received from an authorized representative of the Municipality.
- (b) Nominate a suitable person based in Mossel Bay to act as “contract manager with overall responsibility for implementation and management of all aspects of the contract and to serve as primary liaison between the Municipality and the contractor.
- (c) Replace the “contract manager” upon receipt of a written request from the Municipality in the event that the Municipality is dissatisfied with the performance of the “contract manager”.
- (d) Acknowledge that the Municipality retains ownership of the contents of the contractor system's database, including all the images and offence details in respect of each offender and make available to the Local Authority on request any data or images that may be required for any purpose whatsoever and in the format as requested.
- (e) Ensure that the contractor is aware of the AARTO Act and the effect it might have on the contract once it has been awarded.
- (f) Provide details of provisions that have been made for the implementation of the AARTO Act.
- (g) Acknowledge that should the AARTO Act be implemented during the term of the contract, or should any law come into effect, or be repealed, or amended which thereby materially impact on the ability of either party to fulfil their obligations in terms of the contract, then the parties agree to re-negotiate the contract in so far as it is affected by the changes, provided that if the change is of such a nature and extend that, in the sole opinion of the Municipality, the only reasonable option is to terminate all or part of the contract, the Local Authority may unilaterally do so after giving the contractor one month written notice.

#### **2.1.4.3.2 Payment and invoicing**

A. The Service Provider shall:

- (a) Tender a set fee per paid fine covering all it's obligations in terms of this contract. All cost of charges that the bidder may incur must be included in the price quoted.

- (b) Acknowledge that no additional payments for any reason whatsoever will be paid by the Municipality to the contractor.
- (c) Calculate the monthly fee payable by the Municipality to the contractor by multiplying the number of successfully finalised cases, as per definition, recorded on the contractor system in the preceding calendar month with the set fee per paid fine and adding value added tax.
- (d) Submit to the Municipality on or before the 7<sup>th</sup> day of each Calendar month:
  - (i) A report detailing the fines paid in the preceding calendar month as recorded on the contractor system.
  - (ii) A value added tax invoice detailing the fees payable by the Municipality to the contractor in respect of paid fines.

**2.1.4.3.3 Additional Information**

A. Are you an accredited, certified systems implementer?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

B. Describe the extent to which any other software vendor/s will participate in this bid.

C. Provide a high-level description of your client base with similar implementations re maintenance and support.

- Number of customers
- Geographic distribution of customers
- Systems implementers experience with proposed solution

- Length of experience with the product/s specified
- Products implemented. Please include number of times your product/s has been implemented by your organization.
- Latest version of the product that your organization has implemented.

| Product | Years Experience | Number of Implementations | Most recently installed versions |
|---------|------------------|---------------------------|----------------------------------|
|         |                  |                           |                                  |
|         |                  |                           |                                  |
|         |                  |                           |                                  |
|         |                  |                           |                                  |
|         |                  |                           |                                  |

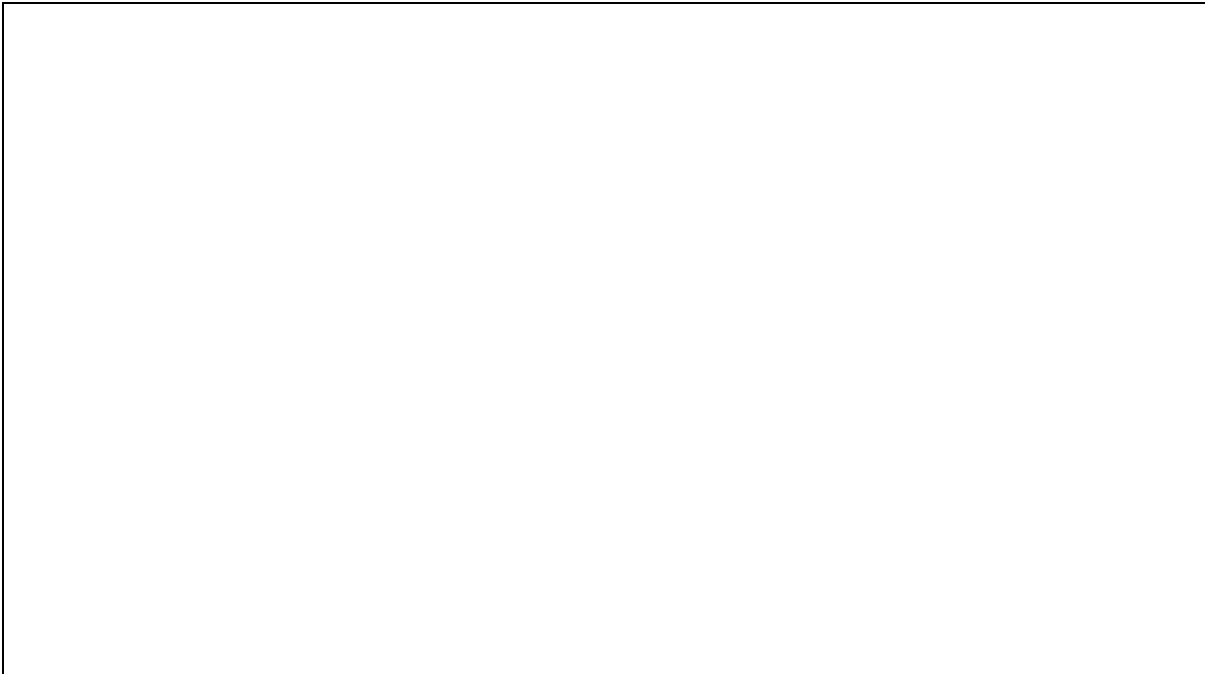
D. Experience in organizations with a similar profile to the Mossel Bay Municipality Government or Utilities or Local Government




E. Other relevant experience in associated or related industry sectors



F. Potential for value-added services



G. Please indicate your total number of staff globally, in South Africa and in the Western Cape. Give a breakdown of the skills and abilities of all South African and Western Cape staff.



- H. Please provide references where your organization has implemented a similar solution to what you are proposing in an organization of similar size and complexity as the Mossel Bay Municipality. Preferential scoring will be given to South African implementations.

Please include the following:

1. A short description of the solution implemented including products used, number of users and the role that your organization played.
2. The length of time taken to implement the solution.
3. The number of staff allocated to the project at each phase.
4. The cost to the client to implement each module
5. Any subcontractors or alliance partners that worked with you on the project.

As supporting documentation, we would welcome an extensive list of clients with details of the solutions / services to them.

- I. Ensure that the contractor system is adapted to interface directly with the Municipality's cash receipting system, or the systems of any of the Municipality's third payment agents to allow online, real-time validation and updating of fine payments via these systems as well as online, real-time enquiries on outstanding fines, thus rendering the payment of fines directly on the contractor system unnecessary.
- J. Ensure that the adaptation of the contractor system as envisaged above is commenced immediately upon awarding of the contract and is carried out in close cooperation with the Municipality and within the timeframes agreed to by the Municipality for implementation as soon as practically feasible after commencement of the contract.

#### **2.1.4.3.4 Offender tracing and call centre**

- A. The contractor shall establish and operate for his own account an outbound call centre within the Service Centre which shall be utilized to perform the following functions:
- (i) Contact offenders with inaccurate address details telephonically
  - (ii) Update contractor systems with change of offender details
  - (iii) Remind offenders of upcoming court dates
  - (iv) Notify offenders of warrants of arrest authorized
  - (v) Any other activity that may be necessary to assist or trace offenders
- B. Take effective steps to ensure that call centre employees conduct the various types of telephone calls to offenders in accordance with scripts approved by the Municipality.
- C. Trace offenders who cannot be reached by introducing and utilizing innovative methods of tracing, including obtaining of up to date particulars such as address details and telephone numbers from commercial databases available from credit bureaus and the like.

- D. Create and maintain an offender database with the most recent known and confirmed particulars of offenders including full names, ID numbers, address details and telephone numbers and update offender database whenever more recent or more accurate particulars of an offender is obtained.
- E. Utilize the confirmed particulars in the offender database in the first instance for the production of notices and summonses.
- F. Ensure that the contractor system has the facility to produce reports detailing conflicts between the information received from the e-NaTIS system.
- G. Ensure that the contractor system has the facility to record the registration numbers of vehicles using false number plates and to prevent notices from being sent to the legitimate owners of such vehicles.
- H. Provide reports to the Municipality giving details of vehicles using false number plates.

#### **2.1.4.3.5 Warrant of arrest administration and roadblock support**

The Service Provider shall:

- A. Establish and maintain a Central Warrant of Arrest Bureau at premises agreed to by the Municipality, where all warrants (not distributed for execution) are managed, administered and stored until finalized.
- B. Allocate warrants of arrest to officers of the Municipality for execution.
- C. Ensure proper record keeping and control over movement of warrants of arrest in and out of the Central Warrant of Arrest Bureau, including warrants received, on hand, allocated to officers, returned, or distributed for any other reason.
- D. Ensure that warrants of arrest are properly cancelled upon expiry of their period of validity and marked as cancelled on the contractor system.
- E. Ensure that the Central Warrant of Arrest Bureau is manned during the hours of operation of the Local Authority's officers dealing with warrants of arrest.
- F. Ensure that all warrants of arrest and summons returns of service are scanned and that the database of scanned documents is maintained and synchronized with the corresponding data on the contractor system at all times.
- G. Provide facilities for the immediate production and printing of summonses at the roadside to allow serving on previously untraceable persons.
- H. Provide facilities for the immediate production and printing of scanned copies of warrants of arrest and summons returns of service at roadside enforcement operations.
- I. Provide systems for the transmission of electronic copies of documents and printing at the roadside as necessary.

- J. Provide facilities for online enquiries on the contractor system and the viewing of camera images at the roadside.
- K. Provide secure facilities accepted by the Municipality for the taking of fine payments at the roadside when this is approved by the Department of Justice.
- L. Assist with roadside enforcement operations by:
  - (i) Providing the equipment necessary for conduction of the efficient roadside enforcement operations, including portable computers, printers, scanners, fax facilities, electronic information displays, generators, signs, cones, reflective barrier tape and the like.
  - (ii) Preparing and uploading the databases for the ANPR systems, including outstanding warrants of arrest duplicate number plates, outstanding summonses, stolen vehicles, unknown addresses, or any other data sets specified by the Local Authorities.
  - (iii) Providing sufficient operators on site to operate the ANPR systems and print copies and documents during the full duration of any roadside enforcement operations.
  - (iv) Manning the Central Warrant of Arrest Bureau during roadside operations in order to draw and send warrants of arrest for officers engaged in roadside operations or the courts as necessary.

#### **2.1.4.3.6 Data migration and transitional issues**

The contractor shall:

- A. Take responsibility for all new fines issued from date of commencement of contract.
- B. Where possible, migrate any un-finalized cases remaining in the TCS legacy system 6 months after the contract commencement date onto the new traffic contravention system in such a manner that there is minimal disruption in the processing life-cycles of existing fines or loss of cases.
- C. Where applicable, liaise closely with the previous contractor in order to facilitate the migration of any remaining cases in the TCS legacy system after it has been “run dry” for a 6 month period.
- D. Commence preparatory work as soon as the contract is awarded, so as to minimize disruption of services at the date of commencement of the contract. This includes the securing of suitable premises, setting up of the service centre, setting up of hardware and software systems, appointment and training of staff, delivery and setting up of camera systems, preparing for data migration and any other preparatory work that can practically be performed before the commencement date.
- E. Operational work will start on 1 July 2010.
- F. Submit, in this tender, a firm proposal and commitment to the Municipality on transitional arrangements at the end of the contract period in the eventuality that a different service provider is appointed by the Local Authority for a further contract period. The proposal should cover in particular the following:
  - (i) Continued use of the contractor system by the new service provider.
  - (ii) Costs involved for continued use of the contractor system.

- (iii) Training and on-going support for the new service provider in the use of the contractor system.
- (iv) Licensing of the contractor system software to the new service provider.
- (v) Arrangements for the possible transfer or leasing of hardware associated with the contractor system to the new service provider.
- (vi) Arrangements for the possible transfer or leasing of any other infrastructure, equipment, assets, stock, documentation, consumables, etc. to the new service provider.
- (vii) Any other arrangements that could facilitate the smooth transition of operations to a new service provider with minimal disruption to the Municipality.

## 2.2 EVALUATION SCHEDULE

### 2.2.1 Evaluation of tender

- Proposals will be evaluated on responsiveness as well as the criteria set out above and below.
- The Functionality and Quality Criteria together will carry a weight of 40% and the Financial Criteria a weight of 60%.
- A bidder scoring less than 42 points out of 60 for the Functionality and Quality Criteria will be regarded as submitting a non-responsive proposal and will be disqualified.
- A combined score for the Functionality and Quality and Financial Criteria will be calculated as shown in 2.2.2.3 below.
- **As the transaction value is expected to exceed R500 000, the 90/10 points formula as prescribed by the Regulations, 2001 to the Preferential Procurement Policy Framework Act, No 5 of 2000, will apply.**
- The bidder achieving the highest combined score will normally be awarded the contract although the Municipality reserves the right to make an award, at its sole discretion, to any bidders or combination of bidders.

### 2.2.2 Evaluation categories

The following categories will be used in the evaluation process:

| CRITERIA                         | DESCRIPTION   | POINTS |
|----------------------------------|---|--------|
| <i>Functionality and Quality</i> | Ability of the bidder to perform the required services, as well as other technical issues | 60     |

#### 2.2.2.1 Functionality and Quality criteria

##### Criteria

For each bidder, the municipality will evaluate the following:

##### A. Experience and human resources (10 points)

Bidders should illustrate their experience relevant to the criteria of the specification. Evidence of such experience should include at least the following:

- a) Schedule of staff available and corporate support.
- b) Details of staff experience, qualifications and technical competence, particularly in respect of staff responsible for rendering the service.
- c) Details of the bidder's management and reporting structure and processes.

**B. Company experience in the field (20 points)**

a) History

Briefly state your company's history. When was your organisation established? Describe the products and services that you have offered to date.

b) What differentiates your product and service offering from that of your competitors?

c) Explain your quality assurance program with regards to the services offered and how it will be beneficial to Mossel Bay Municipality's image and client care.

d) Vendor Terms and Conditions

Please supply a list of your standard terms and conditions.

e) Future Plans

Describe the current and future product / services lifecycle of the solution proposed in this bid.

f) Explain in detail your organisational skills and the ability to implement and maintain the proposed solution, i.e. number of trained personnel, skills, certifications etc.

g) Please provide information detailing your user support centre with reference to availability, costs and capabilities.

h) Customer References

Please supply references of major customers, or of a similar size to Mossel Bay Municipality in South Africa to whom you are currently providing the services and products proposed in this tender. These references will only be contacted by the Municipality after prior consultation with you.

**C. Service / Product information**

(i) This bid should include **generic functionality (14 points)** to support the following products / services:

**Please state YES or NO**

|   |   |  |
|---|---|--|
| A | Timeous and accurate transfer of data from TCS                                |  |
| B | Accurate compilation of statement layout from raw data                        |  |
| C | Absolute verification and confirmation of successful processing of every case |  |
| D | Timeous processing and logging of process documents                           |  |
| E | Fast, reliable and traceable methods  |  |
| F | Dependable disaster recovery processes  |  |
| G | Firm and fixed Service Level Agreements                                       |  |

**(ii) All hardware, software and applications for the required solution must: (5 points)**

|   |  |  |
|---|--|--|
| A | Be flexible to adapt to future needs and trends  |  |
| B | Have audit trail capabilities  |  |
| C | Be scalable in order to handle any growth required in future   |  |
| D | Ensure that effective system functionality is in place to enable performance management reporting for the Municipality |  |
| E | Must be Windows-based  |  |

**(iii) Imaging Capabilities (4 points)**

|   |   |  |
|---|---|--|
| A | Give a brief description of your laser imaging equipment in respect of printing speed, volumes and type of laser imaging; |  |
| B | Describe your quality control process to insure continuous high quality imaging;  |  |
| C | Please supply details regarding your backup and redundancy capabilities; and  |  |
| D | Please supply details regarding your disaster recovery capabilities.  |  |

**(iv) Mail processing (3 points)**

|   |  |  |
|---|--|--|
| A | Give a brief description of your mail processing equipment with specific reference to different methodologies, capacities and volumes; |  |
| B | Please supply a brief description of your quality control processes; and   |  |

|   |   |  |
|---|---|--|
| C | Please describe how quantities are controlled                       |  |
| D | Please supply details regarding your disaster recovery capabilities |  |

**(v) Back up and disaster recovery (4 points)**

|  |  |
|--|--|
| Please describe your total back up and disaster recovery and business resumption processes |  |
|--|--|

**D. Identity and financial integrity**

It is compulsory for bidders to provide the following information:

- a) Name and contact details.
- b) Form of entity (e.g. company, individual, corporation, trust etc).
- c) Proof and details of registration.
- d) Audited annual financial statements for each entity forming part of the bid. This must be presented for the most recent financial year.
- e) Details of membership with trade associations and professional bodies.
- f) Nature of current business.
- g) Number of years in business.
- h) Summary of South African human and other resources and capacity.
- i) Where the bidder represents a bidder Consortium, the tender must contain a signed memorandum of understanding:
  - Regulating the composition of the bidder and the relationships between its members.
  - Identify the leading member of the bidder consortium and should include evidence of the lead member's authority to act on behalf of all other members in respect of this project and specifically this tender.

A BIDDER SCORING LESS THAN 42 POINTS OUT OF 60 FOR THE FUNCTIONALITY AND QUALITY CRITERIA WILL BE REGARDED AS SUBMITTING A NON-RESPONSIVE PROPOSAL AND WILL BE DISQUALIFIED.

## 2.2.2.2 EVALUATION OF FUNCTIONALITY AND QUALITY CRITERIA

### 2.2.2.2.1 Formula

$$P_s = \frac{S_o}{M_s} \times A_p$$

where

P<sub>s</sub> = percentage scored for functionality and quality criteria under consideration

S<sub>o</sub> = total score of bid under consideration

M<sub>s</sub> = maximum possible score = 60

A<sub>p</sub> = percentage allocated for functionality and quality criteria (in this case = 40)

Total points scored by bidder on functionality and quality criteria:

$$P_s = \frac{(S_o) \times 40}{60} = \dots\dots\dots$$

### 2.2.2.3 EVALUATION OF FINANCIAL PROPOSAL

The following criteria and formula will be used to calculate points for prices quoted:

$$P_s = \frac{P_{min}}{P_t} \times A_p$$

where

P<sub>s</sub> = percentage scored for price by proposal under consideration

P<sub>min</sub> = lowest acceptable proposal

P<sub>t</sub> = price of proposal under consideration

A<sub>p</sub> = percentage allocated for price (in this case 60)

**2.2.2.4 CALCULATION OF COMBINED SCORE FOR FUNCTIONAL AND QUALITY AND FINANCIAL CRITERIA**

The points scored for price and functionality will be added to obtain a score out of 100. These points will be then converted to the 90/10 preference point system as prescribed in the Preferential Procurement Regulations according to the following formula:

$$Ps = 90 \left( 1 + \frac{Hs - Rs}{Rs} \right)$$

where

- Ps = points scored for functionality and price of the proposal under consideration
- Hs = highest percentage scored by any acceptable bidder for functionality and price
- Rs = percentage scored for functionality and price by proposal under consideration

**SECTION 3.1: MBD1: BID FOR THE REQUIREMENTS OF THE MUNICIPALITY OF MOSSEL BAY**

|                             |                     |
|-----------------------------|---------------------|
| TENDER NO 75/2009           |                     |
| CLOSING DATE: 19 March 2010 | CLOSING TIME: 12:00 |

|   |
|---|
| <p>DESCRIPTION: TRAFFIC MANAGEMENT SYSTEM:</p> <p>A. SUPPLY OF DIGITAL AND RED LIGHT CAMERAS AND TRAFFIC CONTRAVENTION MANAGEMENT SYSTEM; AND</p> <p>B. COLLECTION AND PAYMENT METHODS OF TRAFFIC FINES</p> |
|---|

Bid documents, placed in a sealed envelope and clearly marked with the bid number on the outside, may be posted to:

The Tender Box  
Mossel Bay Municipality  
Private Bag X29  
MOSSEL BAY  
6500

or  
deposited in the tender box situated on the Lower Ground Floor, Municipal Building, 101 Marsh Street, Mossel Bay

Please note:

- **Bidders must ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**
- All bids must be submitted on the official forms. Forms may not be retyped.
- This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract included in this tender document.
- The successful bidder will be required to fill in and sign a written Contract Form (MBD7).

**THE FOLLOWING PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING NOT BEING ACCEPTED.**

MUNICIPAL SUPPLIER DATABASE REGISTRATION NO: .....

NAME OF BIDDER: .....

POSTAL ADDRESS: .....

.....

STREET ADDRESS : .....

.....

TELEPHONE: AREA CODE: ..... NUMBER.....

FACSIMILE: AREA CODE: ..... NUMBER.....

E-MAIL ADDRESS (IF AVAILABLE): .....

NAME OF CONTACT PERSON: .....

CELL PHONE NUMBER OF CONTACT PERSON: .....

Has a valid original tax clearance certificate been submitted YES / NO

Income Tax Number .....

Name of taxpayer .....

Identity number of taxpayer (if applicable) .....

Employer's PAYE registration number (if applicable) .....

Is a CIDB certificate enclosed? YES / NO / NOT APPLICABLE

Company or CC Registration No

Are you the accredited representative in South Africa for the goods / services offered by you? YES / NO / NOT APPLICABLE

AUTHORISED SIGNATURE: .....

NAME: .....

CAPACITY: .....

DATE: .....

TOTAL BID PRICE: .....

TOTAL BID PRICE IN WORDS: .....

DELIVERY BASIS:

|   |                           |
|---|---------------------------|
| Is the delivery period firm?  | YES / NO                  |
| Period required for delivery after receipt of order (days)                          |                           |
| Is the price (inclusive of VAT) firm?   | YES / NO                  |
| Discount offered:   | Conditional/Unconditional |
| If conditional, state condition:  |                           |
| Is offer strictly to specification/terms of reference                               | YES / NO                  |
| If not to specification/terms of reference. Please state deviation(s) if any: ..... |                           |
| .....   |                           |

BANK DETAILS (IF APPLICABLE):

|                 |               |
|-----------------|---------------|
| BANK NAME:      |               |
| BRANCH:         | BRANCH CODE:  |
| ACCOUNT HOLDER: |               |
| ACCOUNT NUMBER: | ACCOUNT TYPE: |

**SECTION 4.1 MBD4: DECLARATION OF INTEREST**

1. Any legal person or persons having a relationship with persons employed by the State (see definition below), 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 a person or persons having such a kinship with persons employed by the State, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where -

- the legal person on whose behalf the bidding document is signed, has a relationship with persons / a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and person who are involved with the evaluation and or adjudication of the bid.

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

2.1 Are you or any person connected with the bidder, employed by the State? YES/NO

2.1.1 If so, please state particulars:

.....  
.....

2.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.2.1 If so, please state particulars:

.....  
.....

2.3 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.3.1 If so, please state particulars:

.....  
.....  
.....

DECLARATION

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 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

\* DEFINITION

**“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;

**SECTION 4.2 MBD6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001**

This form contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals.

**NB.** BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI'S), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001

**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 R500 000; and
  - the 90/10 system for requirements with a Rand value above R500 000.
- 1.2 The estimated value of this bid is estimated to exceed R500 000, including VAT, and therefore the 90/10 system shall be applicable. Should highest bid be less than R500 000, including VAT, the tender will be cancelled in terms of Section 10 of the Preferential Procurement Regulations, 2001, and the tender reissued if deemed necessary.
- 1.3 Preference points for this bid shall be awarded for:
- a) Price; and
  - b) Specific contract participation goals, as specified in the attached forms.
- 1.3.1 The points for this bid will be allocated as follows:

| CATEGORY  | POINTS 90/10 |
|---|--------------|
| 1.3.1.1 PRICE   | 90           |
| 1.3.1.2 SPECIFIC CONTRACT PARTICIPATION GOALS   |              |
| Historically Disadvantaged Individuals  | 4            |
| (i) who had no franchise in national elections before the 1983 and 1993 Constitutions (Maximum 8 points (80/20 system) <u>OR</u> maximum 4 points (90/10 system)) (See 2.10 below for HDI definition) |              |
| (ii) who is a female  | 1            |
| (iii) who has a disability  | 1            |
| 1.3.1.3 OTHER SPECIFIC GOALS  |              |
| Promotion of local enterprise (Maximum 4 points (90/10))  |              |
| - Mossel Bay-based (Maximum 4 points (90/10))   | 4            |
| - Rest of Eden District Municipality Area (Maximum 2 points (90/10))  | 2            |
| - Western Cape (Maximum 1 point (90/10))  | 1            |
| <b>TOTAL POINTS</b>   | <b>100</b>   |

(\* Maximum points for price will be awarded for the lowest price, and the points of other bidders be calculated according to the formula in Paragraph 5.)

Separate Preference Points Claim Forms (see enclosed) must be completed for the promotion of the specific goals for which points have been claimed above

1.4 **Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.**

1.5 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. GENERAL DEFINITIONS

2.1 "Acceptable bid" means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.

2.2 "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, works or services.

2.3 "Comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.

2.4 "Consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.

2.5 "Contract" means the agreement that results from the acceptance of a bid by an organ of State.

2.6 "Specific contract participation goals" means the goals as stipulated in the Preferential Procurement Regulations 2001.

2.6.1 In addition to abovementioned goals, the Regulations (12.(1)) also make provision for organs of State to give particular consideration to procuring locally manufacture products.

2.7 "Control" means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

2.8 "Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

2.9 "Equity Ownership" means the percentage ownership and control, exercised by individuals within an enterprise.

2.10 "Historically Disadvantaged Individual (HDI)" means a South African citizen

1. who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) of the Constitution of the Republic of South Africa, 1993, (Act No. 200 of 1993) ("the interim Constitution); and/or

2. who is a female; and/or
3. who has a disability;

Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;

- 2.11 "Management" means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
- 2.12 "Owned" means having all the customary elements of ownership, including the right of decision making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
- 2.13 "Person" includes reference to a juristic person.
- 2.14 "Rand value" means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 2.15 "Small, Medium and Micro Enterprises (SMME's) bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 "Sub-contracting" means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 2.17 "Trust" means the arrangement through which the property of one person is made over to bequeath to a trustee to administer such property for the benefit of another person.
- 2.18 "Trustee" means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### **3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE**

- 3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDI's, or in the case of a company, the percentage shares that are owned by individuals classified as HDI's, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- 3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

### **4. ADJUDICATION USING A POINT SYSTEM**

- 4.1 Although the contract will generally be awarded to the bidder scoring the highest number of points the Municipality reserves the right to award the contract at its sole discretion to any other bidder.

- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

**5. POINTS AWARDED FOR PRICE**

5.1 THE 80/20 OR 90/10 PREFERENCE SYSTEMS

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

**80/20**

**Price = 80 (1 - ((Pt-Ptmin)/Ptmin))**

**OR**

**Price = 90 (1 - ((Pt-Ptmin)/Ptmin))**

Where

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

**6. POINTS AWARDED FOR HISTORICALLY DISADVANTAGED INDIVIDUALS**

- 6.1 In terms of Regulation 13(2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13(5)(x):

**NEP = NOP (EP/100)**

Where

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity ownership by an HDI in that specific category

EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

- 6.2 Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

- 6.3 Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.
- 6.4 Public companies and tertiary institutions do not qualify for HDI preference points.
- 6.5 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.
- 6.6 A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.
- 7. BID DECLARATION:**
- 7.1 Bidders who claim points in respect of equity ownership must complete the Bid Declaration at the end of this form.
- 8. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 2.10 ABOVE. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 9.8**

**Please note: Failure to complete the table below will result in no points being allocated to you.**

| OWNERSHIP                                 | PERCENTAGE OWNED | POINTS CLAIMED |
|---|------------------|----------------|
| 8.1 Equity ownership by HDI's             |                  |                |
| 8.2 Equity ownership by women             |                  |                |
| 8.3 Equity ownership by disabled persons* |                  |                |

*(\* If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)*

**9. DECLARATION WITH REGARD TO EQUITY:**

- 9.1 Name of firm: .....
- 9.2 VAT registration number: .....
- 9.3 Company registration number.....

**9.4 TYPE OF FIRM**

Partnership .....  
 One person business/sole trader .....  
 Close Corporation .....  
 Company .....  
 (Pty) Limited .....

(Mark where applicable)

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....

**9.6 COMPANY CLASSIFICATION**

Manufacturer .....  
 Supplier .....  
 Professional service provider .....  
 Other service providers, eg. transporter, etc. ....  
 (Mark where applicable)

**9.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS? ..... years**

**9.8 SHAREHOLDERS**

List all Shareholders by name, position, identity number citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8 (attach on separate sheet if space is insufficient).

| Name | Position | ID No | Date RSA<br>Citizenship<br>obtained | HDI Status<br># YES / NO |   |   | %<br>Ownership |
|------|----------|-------|-------------------------------------|--------------------------|---|---|----------------|
|      |          |       |                                     | 1                        | 2 | 3 |                |
|      |          |       |                                     |                          |   |   |                |
|      |          |       |                                     |                          |   |   |                |
|      |          |       |                                     |                          |   |   |                |
|      |          |       |                                     |                          |   |   |                |

| Name | Position | ID No | Date RSA<br>Citizenship<br>obtained | HDI Status |     |    | %<br>Ownership |
|------|----------|-------|-------------------------------------|------------|-----|----|----------------|
|      |          |       |                                     | #          | YES | NO |                |
|      |          |       |                                     |            |     |    |                |
|      |          |       |                                     |            |     |    |                |
|      |          |       |                                     |            |     |    |                |
|      |          |       |                                     |            |     |    |                |
|      |          |       |                                     |            |     |    |                |
|      |          |       |                                     |            |     |    |                |
|      |          |       |                                     |            |     |    |                |
|      |          |       |                                     |            |     |    |                |

# Indicate YES or NO.  
1 = No franchise prior to 1983 /1994 Constitutions; 2 = Women; 3 = Disabled

**9.9 CONSORTIUM / JOINT VENTURE**

9.9.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

| Name of HDI member (to be consistent with paragraph 9.8) | Percentage (%) of the contract value managed or executed by the HDI member |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

9.10 I/We, the undersigned, who warrant(s) that he/she/she is/are duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I/we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The equity ownership claimed is 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 paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have:
  - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct, and
  - (b) 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.

SIGNATURE OF BIDDER(S).....

ADDRESS: .....

DATE: .....

WITNESSES

1. ....

2. ....

**SECTION 4.3: MBD 6.11 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001  
PROMOTION OF ENTERPRISES LOCATED IN A SPECIFIC MUNICIPAL AREA**

**NB.** BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI'S), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001

1. Regulation 17(3) (g) of the Preferential Procurement Regulations makes provision for the promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in that municipal area.
2. The promotion of this goal can be achieved by acquiring goods and services from enterprises located within the Mossel Bay Municipal area. This includes an enterprise whose head office may be situated in elsewhere, but has established a fully-fledged branch within this municipal area. Enterprises located outside the borders of this Municipality and who only appoint agents and/or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.

**SPECIFIC GOAL**

**POINTS ALLOCATED**

The stimulation of the local economy by procuring from enterprises located within the borders of the Mossel Bay Municipal area.

Points will be allocated on the following scale:

| Promotion of local enterprise (Maximum 4 points (90/10))             | POINTS<br>90/10 |
|--|-----------------|
| - Mossel Bay-based (Maximum 4 points (90/10))                        | 4               |
| - Rest of Eden District Municipality Area (Maximum 2 points (90/10)) | 2               |
| - Western Cape (Maximum 1 point (90/10))                             | 1               |

**3. BID DECLARATION**

Bidders who wish to claim points in respect of this specific goal must complete the declaration part of this form.

**4. POINTS CLAIMED**

Bidder to indicate whether the point(s) allocated for local enterprises is/are claimed. Yes / No

**Please note: Failure to complete the table below will result in no points being allocated to you.**

5. **DECLARATION WITH REGARD TO LOCALITY**

State full particulars of locality of enterprise as well as that of Head Office:

Address of local enterprise:

Physical: ..... Postal: .....

.....

.....

.....

Telephone: ..... Fax: .....

Municipal Account No: ..... Stand No: .....

Address of Head Office:

Physical: ..... Postal: .....

.....

.....

.....

Telephone: ..... Fax: .....

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise certify that the enterprise is entitled to the points allocated in paragraph 2 of this form and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claim is correct.
- (iii) If the claim is found to be incorrect, the purchaser may, in addition to any other remedy it may have-
  - (a) recover all costs, losses or damages it has incurred or suffered as a result of wrong information furnished; and
  - (b) 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.

**WITNESSES:**

1. ....

2. ....

|                                      |
|--------------------------------------|
| .....<br>SIGNATURE (S) OF BIDDER (S) |
|--------------------------------------|

DATE: .....

## SECTION 4.4 MBD8: 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. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

| Item  | Question   | Yes                             | No                             |
|-------|--|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?<br><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 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)?<br><b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:  |                                 |                                |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

|             |  |                                 |                                |
|-------------|--|---------------------------------|--------------------------------|
| 4.3.1       | If so, furnish particulars:  |                                 |                                |
| <b>Item</b> | <b>Question</b>  | <b>Yes</b>                      | <b>No</b>                      |
| 4.4         | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1       | If so, furnish particulars:  |                                 |                                |
| 4.5         | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                         | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1       | 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**

**SECTION 5: DECLARATION**

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

- Invitation to Tender
- Tender Conditions and Information
- General Conditions of Contract
- Special Conditions of Contract
- Specification(s)
- Price schedule(s)
- Bid for Requirements of the Mossel Bay Municipality (Form MBD1)
- Declaration of Interest (Form MBD4)
- Preference Points Claim Form in Terms of the Preferential Procurement Regulations, 2001 (Forms MBD6.1 and MBD6.11)
- Declaration of Bidder's Past Supply Chain Management Practices (Form MBD8)
- Contract Form
- Any other sections that might be added to form part of this document.

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

|                  |       |
|------------------|-------|
| <b>WITNESSES</b> |       |
| 1                | ..... |
| 2.               | ..... |
| DATE: .....      |       |

**SECTION 6: CONTRACT FORM: PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to the Municipality of Mossel Bay in accordance with the requirements and specifications stipulated in Tender 75/2009 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents, if included, shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid
    - Tender conditions and information
    - Special Conditions of Contract
    - Tax clearance certificate
    - Municipal account
    - Technical Specification(s)
    - Pricing schedule(s)
    - Declaration of Interest (Form MBD4)
    - Preference Points Claim Form in Terms of the Preferential Procurement Regulations, 2001 (Forms MBD6.1 and MBD6.11);
  - (ii) General Conditions of Contract; and
  - (iii) MBD8: Declaration of Bidder's Past Supply Chain Management Practices
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment 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 .....

|                  |       |
|------------------|-------|
| <b>WITNESSES</b> |       |
| 1                | ..... |
| 3.               | ..... |
| DATE: .....      |       |

**SECTION 6: CONTRACT FORM: PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... of the Municipality of Mossel Bay accept your bid under reference number Tender 75/2009 dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within..... (words) days after receipt of an invoice accompanied by the delivery note.


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

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

SIGNED AT .....ON..... (Date)

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP 

WITNESSES  
 1. ....  
 2. ....  
 DATE .....