



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 22/2023-24

RE - Information Management System Software Supply – Council Agendas

Bidder (Company Name)	
Bidder Representative	
Business Address (Physical)	
Tel No	
e-mail Address	
Bid Price (Vat Inc)	

Issued by:

Ga-Segonyana Local Municipality
Private Bag X1522
Cnr Voortrekker & School Street
KURUMAN
8460
053 712 9300 (Tel)
053 712 3584 (Fax)

Closing Date : 17 July 2024
Time : 12H00

Ga-Segonyana Local Municipality

Bid No: 22/2023-24

RE - Information Management System Software Supply – Council Agendas



Invitation/ Supplier Checklist

No.	Document Type	Tick ✓
01	Cover page	
02	Advert	
03	MBD 1 Form	
04	MBD 3 Form	
05	MBD 4 Form	
06	MBD 6 Form	
07	MBD 7 Form	
08	MBD 8 Form	
09	MBD 9 Form	
10	General and Special Condition of a Contract	
11	Preferential Procurement Policy	
12	B-BBEE Status Level Certificate	
13	Business Profile	
14	Tax Compliance Status (TCS – with a pin)	
15	Company Registration Document	
16	CSD Registration Report	
17	Proof of Registration with Licenses relevant to the industry (Where applicable)	
18	Certified Copy of Identity Documents (Directors)	
19	Joint Venture Agreement (If Bidder is a Joint Venture)	



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 22/2023-24

**RE - Information Management System
Software Supply – Council Agendas**

ADVERT



GA-SEGONYANA
MUNICIPALITY

Private Bag X1522
Kuruman
8460
www.ga-segonyana.gov.za

INVITATION TO BID

Bid No : 22/2023-24
Bid Description : RE - Information Management System Software Supply – Council Agendas

The Municipality hereby invites prospective bidders with an objective to secure services of a skilled professionals to provide an **Information Management System Software** that deals with the management of meetings.

Specifications

Information Management System Software are to be provided as set out below:

The following Information Management System Software modules, which have been specifically developed for the unique requirements of local government, are required:

- 1) Supply chain management
- 2) Council committee management
- 3) Project / contract management
- 4) Unauthorized irregular fruitless and wasteful expenditure management
- 5) Audit process management
- 6) Payment voucher management
- 7) Performance management
- 8) Journal register management
- 9) Insurance register management
- 10) General ledger management
- 11) File management
- 12) Supplier invoice registry management

The detailed requirements and specifications per Module are as follows.

NB: The detailed specifications are set out at the General Condition of Contract (GCC).

Bids clearly marked “**Bid No: 22/2023-24 “RE - Information Management System Software Supply – Council Agendas”** must be placed in the bid box of the Municipality on or before **17 July 2024 at 12H00**. The lowest or any bidder will not necessarily be accepted and Council reserves the right to consider any other Bid not suitably endorsed or comprehensively completed, as well as the right to accept a bid in whole or in part.

Bid documents will be available as follows:

Date : 24 June 2024
Methods : downloadable at www.etenders.gov.za and/or www.ga-segonyana.gov.za at own cost
Municipal Cashiers Office at a fee of R1, 000.00 non-refundable

Bid will be on functionality with the following criteria:

Bid will be on functionality with the following criteria:

Previous experience and track record (50)

Three (3) years' experience with implementation of Municipal projects of a similar nature.

Appointment letters / reference letters to be provided.

- Three appointment / reference letters (50)
- Two appointment / reference letters (30)
- Less than two appointment / reference letters (20)

Human Resources (25)

Key personnel

Company profile, CV's of the support staff and reference letters must be attached as proof of experience.

Bidder must demonstrate experience in the municipal environment on specifically internal controls, applicable legislation, compliance and document management.

- Above 10 years (25)
- Between 5 and 10 years (20)
- Less than 5 years (10)

LED (25)

Bidders to provide Municipal Account or Lease Agreement.

- Based in the JTG District (25)
- Outside Northern Cape (15)

NB: Bidders must score a minimum of 70 points to be able to be considered for further evaluation.

Thereafter bids will be evaluated and adjudicated in terms of the Municipality's Supply Chain Management Policy and other statutory Regulations governing the Supply Chain of the Municipality. Bids will be evaluated on the **80/20 Points basis**, where **80 points** will be allocated to **price** and **20 points** allocated to **Preferential Points**.

For Preference points the following "Targeted Specific Goals" shall apply

Locality

10 points

- ✚ Locality shall be deemed all bidders operating and stationed within the boundaries of John Taolo Gaetsewe District.
- ✚ Expanded term for locality shall be deemed for bidders operating and stationed outside of John Taolo Gaetsewe District but within the Northern Cape Province.
 - Bidders shall provide proof of locality by submitting one or more of the following
 - Municipal Account in the bidder's name.
 - Proof of residence in the bidder's name.
 - Bank statement with the bidder's address.
 - Lease agreement indicating a local address, where the lessee is the bidder.
- ✚ The bidder must submit proof of locality in order to claim points for locality.

NOTE: Locality points shall be allocated as follows

Locality	Number of Points for Locality
Within boundaries of John Taolo Gaetsewe District	10.00
Outside boundaries of John Taolo Gaetsewe District, but within the boundaries of Northern Cape Province	5.00
Outside boundaries of the Northern Cape	0.00

Note: Bidder failing to provide the proof of locality, shall claim zero points for locality

B-BBEE Status Level Contributor

10 Points

- ✚ Bidder must submit proof of B-BBEE status level contributor certificate.
- ✚ B-BBEE status level contributor certificate must be issued by SANAS or authorised person(s) or authorised body.
- ✚ B-BBEE status level contributor certificate must be **original** or **certified**.
- ✚ Other than the B-BBEE Status Level of Contributor certificate, the bidder must submit the **original** B-BBEE sworn affidavit.
- ✚ Bidder failing to submit proof of B-BBEE status level of contributor or original sworn B-BBEE affidavit shall claim zero points for B-BBEE points.

B-BBEE Status Level of Contributor	Number of points
1	10
2	09
3	07
4	06
5	04
6	03
7	02
8	01
Non-compliant contributor	00

Bids **MUST** be submitted in a bid document as provided for by the municipality. The document is downloadable from the municipal website www.ga-segonyana.gov.za and/ or from e-tender website www.etenders.gov.za.

ONLY BIDS SUBMITTED IN THE BID DOCUMENT WILL BE CONSIDERED.

Technical enquiries may be directed to **Mr. C. Pule** on **053 712 9302** or and SCM enquiries to **Ms. G. Chere** on **053 712 9435** during office hours.

M. M. TSATSIMPE
MUNICIPAL MANAGER

Cnr Voortrekker and School Street
Ga-Segonyana Local Municipality Building
KURUMAN
8460



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 22/2023-24

**RE - Information Management System
Software Supply – Council Agendas**

MBD1



**GA-SEGONYANA
LOCAL MUNICIPALITY
MBD 1**



PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (GA-SEGONYANA LOCAL MUNICIPALITY)					
BID NUMBER:	Bid No: 22/2023-24	CLOSING DATE:	17 July 2024	CLOSING TIME:	12H00
DESCRIPTION	RE - Information Management System Software Supply – Council Agendas				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

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

Ga-Segonyana Local Municipality Main Building					
Cnr Voortrekker and School Street					
Kuruman					
8460					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER	CONTACT PERSON:				
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE See MBD 3.1	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE -SCM	CONTACT PERSON	Cliford Pule
CONTACT PERSON	Gomolemo Chere	TELEPHONE NUMBER	053 712 9302
TELEPHONE NUMBER	053 712 9435	FACSIMILE NUMBER	053 712 3581
FACSIMILE NUMBER	053 712 3518	E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS **WILL NOT BE ACCEPTED** FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 **BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.**
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 22/2023-24

**RE - Information Management System
Software Supply – Council Agendas**

MBD 3.1



GA-SEGONYANA MUNICIPALITY



MBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid Number: 22/2023-24
Closing Time: 12H00	Closing Date: 17 July 2024

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID

ITEM

NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
-----	----------	-------------	--

The Bidders must establish their Total cost structure inclusive of the following:

- I. Maintenance costs – per month (if applicable)
- II. License Fees for three users' costs – per month
- III. Setup Training and configurations costs.
- IV. Annual price adjustments must be indicated if applicable.

See advert and GCC for more information.

THIS IS MUST BE DONE SEPARATELY FROM THE MBD 3.1. AND THIS DOES NOT WAVE AWAY THE RESPONSIBILITY TO PROVIDE PRICES FOR THE ABOVE-MENTIONED PRODUCTS

- Required by:

- At:

- Does offer comply with specification? YES/NO

- If not to specification, indicate deviation(s)

- Period required for delivery
Delivery: Firm/not firm

- Delivery basis (all delivery costs must be included in the bid price)



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 22/2023-24

**RE - Information Management System
Software Supply – Council Agendas**

MBD 4



**GA-SEGONYANA MUNICIPALITY
DECLARATION OF INTEREST**

MBD 4

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

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.....

.....

¹MSCM Regulations: "in the service of the state" means to be –

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

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

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

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?.....

YES / NO

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, Principle shareholders or stakeholders in service of the state?

YES / NO

3.12.1. If yes, furnish particulars.

.....
.....

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

YES / NO

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

YES / NO

3.14.1 If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 22/2023-24

**RE - Information Management System
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MBD 6.1



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

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

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

1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

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

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

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

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

7. SUB-CONTRACTING

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

(**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

.....

Registered Account Number:

Stand Number:.....

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES
1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 22/2023-24

**RE - Information Management System
Software Supply – Council Agendas**

MBD 7.1



CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

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 (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Technical Specification(s)
 - Preference claims in terms of the Preferential Procurement Regulations 2001
 - Declaration of interest
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2.
DATE:

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

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 authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 22/2023-24

**RE - Information Management System
Software Supply – Council Agendas**

MBD 8



DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

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



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 22/2023-24

**RE - Information Management System
Software Supply – Council Agendas**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

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

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 22/2023-24

**RE - Information Management System
Software Supply – Council Agendas**

GENERAL & SPECIAL CONDITIONS OF A CONTRACT



A. GENERAL CONDITIONS OF THE BID

1) Municipality/Council

Unless specifically indicated otherwise, municipality/council means the **Ga-Segonyana Local Municipality**.

2) BIDS

Bids must be submitted on the enclosed Bid Document. Bids will not be considered if Bid Documents are not properly completed and signed.

3) Period of validity

Bids shall be valid for a period of **90 days** from the date of the closure of Bids. Council reserves the right to accept any Bid or portion of Bid within the above period.

4) Telegraphic/electronic Bids

Bids received by telegram, telex, or facsimile will **NOT** be considered.

5) Bids Received Late

Bids received after the closing time and date will **NOT** be considered.

6) Withdrawal of Bids

It is an express condition that **No Bid Submitted Shall Be Withdrawn**. Signing of the Bid form creates a binding and non-retractable offer that may not be unilaterally withdrawn.

7) Acceptance or Non-Acceptance of Bids

Council is not bound to accept the lowest Bid, the only Bid, or any Bid; Council reserves the right to accept any Bid or portion of any Bid. In the instance of non-acceptance of Bids, it is not necessary for Council to give reasons.

8) DELIVERY DATE

Delivery (period and place)

Bidders will confirm delivery of Tendered items on the Bid form, at the place indicated.

The place of delivery shall be the office of the Ga-Segonyana Municipality at:

Cnr Voortrekker and School Street

Municipal Building

KURUMAN

8460

9) Execution

The Bidder hereby undertakes to take the necessary steps to ensure the execution of the Bid, upon the written notification of the acceptance of the Bid. If the Bidder fails to comply with the conditions of the Bid, Council is hereby authorised to cancel the contract after four weeks of written notification and Council will not be liable for any costs/expenses incurred by the Bidder. The afore-mentioned cancellation will be without jeopardising any of the rights of the municipality, or the right of the municipality to damages.

10) Warranty

All items that are found defective or not correct within one year of the date of delivery, will be replaced, repaired or corrected by the Bidder at his/her own costs, to the satisfaction of Council.



11) Material

All the material to be used must conform to the Specifications.

12) Exemption

The successful Bidder exempts Council from any steps, action, claims and losses that might originate from this contract.

13) Compliance to legislation

The successful Bidder undertakes to comply with all legislation, ordinances, regulations or any stipulation applicable to this contract.

14) Price increases

The price will be fixed for the period indicated in three (3) above, unless specifically indicated otherwise by the Bidder.

15) Sub-Contractors

Council will not deal with any sub-contractors. The original contractor will be held accountable in all instances.

16) Bid form

A Bid will **NOT** be considered if the Bid form is not signed and completed properly. Clause 18 of this document is also applicable in this regard.

17) Validity of contract

This Bid document is deemed to be a binding contract within the Republic of South Africa and is subject to the legislation of the land and the jurisdiction of its courts. The contract will commence only upon the provision of a contract by the Ga-Segonyana Municipality to the successful Bidder.

18) Bid document

No part of this Bid document may be loosened or separated. Bid documents that are not returned in full will not be considered.

19) Payments

Payments will be done in a South African currency at the head office of the municipality, **Cnr Voortrekker and School Street, Municipal Building, Kuruman, 8460**, after the Tendered goods are received in a satisfactory condition and certified as such by the responsible official and upon receipt of an invoice. Payment does not imply that Council waives any of its rights in terms of this contract.



SPECIFICATIONS:

The Municipality hereby invites prospective bidders with an objective to secure services of a skilled professionals to provide an **Information Management System Software** that deals with the management of meetings.

Specifications

Information Management System Software are to be provided as set out below:

The following Information Management System Software modules, which have been specifically developed for the unique requirements of local government, are required:

- 1) *Supply chain management*
- 2) *Council committee management*
- 3) *Project / contract management*
- 4) *Unauthorized irregular fruitless and wasteful expenditure management*
- 5) *Audit process management*
- 6) *Payment voucher management*
- 7) *Performance management*
- 8) *Journal register management*
- 9) *Insurance register management*
- 10) *General ledger management*
- 11) *File management*
- 12) *Supplier invoice registry management*

The detailed requirements and specifications per Module are as follows:

1.1 SUPPLY CHAIN MANAGEMENT

A supply chain management (SCM) module is required that has been developed specifically for the unique SCM requirements of local government. The module must fill the gap that currently exists between the purchase requisition and the issuing of the purchase order. The module must be compatible with and be able to link to the Municipality's implemented financial system.

The module must be based on and adhere to the following legislation:



- a) *Preferential Procurement Policy Framework Act (Act 5 of 2000)*
- b) *Broad Based Black Economic Empowerment Act (Act 53 of 2003)*
- c) *Local Government: Municipal Finance Management Act (Act 56 of 2003)*
- d) *Municipal Supply Chain Management Regulations*
- e) *MFMA Circular No 80 Annexure B – Supply Chain Management System Specifications*

The module must automate and manage the full SCM decision making process and must integrate the different processes in SCM as prescribed by legislation. In order to achieve this, the module must, as a minimum, contain the following main components / registers:

- a) *Procurements plans*
- b) *Bid / Quotation / 7 Day Quotation register*
- c) *Bid specification / evaluation / adjudication committees*
- d) *Approval of bid recommendations*

1.1.1 General requirements of all main components / registers

- a) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- d) *Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- e) *Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*
- f) *Reference numbers must be unique and auto generated per component / register per year by the module*

1.1.2 Requirements in terms of MFMA Circular No 80

The following are the minimum functionality for a supply chain module as required by MFMA Circular No 80 (specific to Supply Chain Management):

- a) *Allow for requisition from the annual procurement plan*
- b) *Align requisition to be project based*
- c) *Supplier rotation management (parameter driven)*



- d) *Supply Chain Deviation Management Facility in terms of legislation*
- e) *Adhere to the municipality's delegation of duties and authority levels*
- f) *Electronically validate against the National Treasury database for prohibited, employees of state and related parties and invite tenders based preferential procurement principals*
- g) *Electronically manage the invitation, bid closure and adjudication process with a full document management server unpinning the cycle*
- h) *Record and electronically store the bid adjudication committee's meeting minutes and store the minutes on the document management server*
- i) *Request for quote, quotations and Request for proposals:*
 - a. *Maintain a Request for quote, quotations and proposals database linked to suppliers*
 - b. *Automated notification of price differences outside of approved variance*
 - c. *Automated evaluating of quotations with parameters*
 - d. *Comparative tables for allocation of bids*
 - e. *Automated notification and ordering system*
 - f. *Workflow and document management in quotation process*
 - g. *Fully integrated with the CSD (Central Supplier Database)*

1.1.3 Procurement plans

- a) *Must allow for generation of procurement plans and schedule of procurement plans in the prescribed format for submission to National Treasury*
- b) *Must link procurement plans to the approved budget of the municipality*
- c) *Must allow for capturing of data in the National Treasury prescribed format for the Procurement Plan and must therefore contain all the required data fields*
- d) *Must allow for reporting on actual procurement performance and comparison to planned*
- e) *Must link the procurement plan to the Bid register*

1.1.4 Bid / Quotation / 7 Day Quotation register

- a) *Must allow for the setup of customisable types of bids such as:*
 - I. *Quotations (R0 to R29,999.99)*
 - II. *7 Day Quotations (R30,000 to R300,000)*
 - III. *Bids (above R300,000)*



- b) *Must allow for the setup of customisable procurement ranges in terms of the municipality's approved SCM Policy with template documents per procurement range per bid type*
- c) *On adding of new bids on the register, the module must direct and guide the user in the process to ensure adherence to applicable municipal financial legislation and must enforce minimum requirements for the approval of a new bid*
- d) *Must be able to link to the Procurement plan*
- e) *Must be able to electronically generate all documentation required in the bid process, with the following as a minimum:*
 - I. *Adverts*
 - II. *Bid documents*
 - III. *Sale of bid documents register*
 - IV. *Site briefing attendance register*
 - V. *Opening of bid documents register*
 - VI. *Evaluation reports*
 - VII. *Appointment letters*
 - VIII. *Bid functionality scoresheets*
 - IX. *Bid contract forms (MBD7)*
 - X. *PAJA regret letters*
- f) *Bid documents generated by the system must be in the format prescribed by National Treasury and contain all relevant MBD forms*
- g) *Must allow for the running of the evaluation process on the module, calculation of points and the automated ranking of preferred suppliers*
- h) *Must allow for the upload of bid adverts and documents to the municipal website and eTender portal*
- i) *Must allow for the e-mailing of adverts to selected newspapers and appointment letters and PAJA regret letters to suppliers*

1.1.5 Bid specification / evaluation / adjudication committees

- a) *Must allow for the automatic population of meeting agenda items from pre-populated templates for meetings*
- b) *Must allow for the linkage of meeting agenda items to the bid register*



- c) *Must allow for the automatic building of agendas ensuring all supporting documentation is attached, pages are numbered and referenced*
- d) *Must allow for the automatic generation of agendas*
- e) *Must allow for the e-mailing of the notice of the meeting and agenda to all members*
- f) *Must allow for the capturing of the resolutions of the meeting on the register*
- g) *Must allow for the automatic generation of the minutes of the meeting*
- h) *Must allow for the e-mailing of the minutes of the meeting to all members*

1.1.6 Approval of bid recommendations

- a) *Must allow for a process where the accounting officer or delegated official can consider recommendations from the bid adjudication committee*
- b) *Must allow for approval or rejection of recommendations from the bid adjudication committee in terms of applicable legislation*
- c) *Must make available history / audit trail of bid recommendation with supporting documentation to assist in the decision making process.*

1.2 COUNCIL COMMITTEE MANAGEMENT

A council committee management module is required that has been developed specifically for the unique meeting management requirements of local government. The module must guide and direct the user through every process, starting with the creation of the item, through the management of the meeting and finally ensuring the implementation of resolutions taken.

The module must automate and manage the full meeting management process and must integrate the different processes in council committees and meetings as prescribed by legislation. In order to achieve this, the module must, as a minimum, contain the following main components / registers:

- a) *Item register*
- b) *Meeting register*
- c) *Resolution register*

1.2.1 General requirements of all main components / registers

- g) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*



- h) Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- i) Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- j) Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- k) Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*
- l) Reference numbers must be unique and auto generated per component / register per year by the module*

1.2.2 Item register

- a) Must allow for the creation of new items based on item types that determine default descriptions, committees and resolution committees*
- b) Must allow for the creation of new items based on item templates that determine default departments, responsibilities, item body details and recommendations*
- c) Must allow for the linkage of item supporting documentation to the item*
- d) Must allow for the saving and viewing of scanned items and item supporting documents (in the pdf format) directly from the module to a shared documents folder*

1.2.3 Meeting register

- a) Must allow for the creation of council committees with default descriptions, meeting venues and meeting times.*
- b) Council committees must be linked to the relevant councillors and officials that serve on the committees*
- c) Must allow for the creation of committee types*
- d) Must allow for the automatic generation of agendas*
- e) Must allow for the automatic population of agenda items from pre-populated templates for meetings*
- f) Must allow for the linkage of meeting agenda items to the item register*
- g) Must allow for the automatic linkage of agenda item details from the linked item details*
- h) Must allow for the creation of item supporting documentation to the pdf format*
- i) Must allow for the automatic building of agendas ensuring all supporting documentation is attached, pages are numbered and referenced*



- j) *Must allow for the e-mailing of the notice of the meeting and agenda to all members directly from the module*
- k) *Must allow for the capturing of the resolutions of the meeting directly on the register*
- l) *Must allow for the sound recording of the meeting discussions directly from the module and saved to the shared network folder*
- m) *Must allow for the automatic generation of the minutes of the meeting*
- n) *Must allow for the e-mailing of the minutes of the meeting to all members directly from the module*
- o) *Must allow for the upload of certain meeting decisions directly to the municipal website*
- p) *Must allow for the creation of resolutions and the automatic population of the resolution register*
- q) *Must allow for the saving and viewing of scanned agendas, minutes, attendance registers and item supporting documents (in the pdf format) directly from the module to a shared documents folder*

1.2.4 *Resolution register*

- a) *Must allow for linkage to the item and meeting registers for reporting purposes*
- b) *Must allow for the tracking of the implementation of council resolutions allowing for the feedback on the following:*
 - a. *Due date*
 - b. *Progress status*
 - c. *Progress description*
 - d. *Completion date*
- c) *Must generate resolution implementation action plans for submission to Council*
- d) *Must allow for the saving and viewing of resolutions (in the pdf format) directly from the module to a shared documents folder*



1.3 PROJECT / CONTRACT MANAGEMENT

A financial project / contract management module is required that has been developed specifically for the unique financial project management requirements of local government. The module must guide and direct the user through every process, starting with the creation of the project through all the expenditure up to the completion thereof.

The module must automate and manage the full project management process and must integrate the different processes in project, contract and funding management as prescribed by legislation. In order to achieve this, the module must, as a minimum, contain the following main components / registers:

- a) *Project register*
- b) *Contracts register*
- c) *Funding register*
- d) *Capital projects transaction register*
- e) *Operating projects transaction register*

1.3.1 *General requirements of all main components / registers*

- a) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- d) *Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- e) *Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*
- f) *Reference numbers must be unique and auto generated per component / register per year by the module*

1.3.2 *Project register*

- a) *Must allow for the capturing and maintenance of the following data fields as a minimum:*



- a. *Project no*
 - b. *Project description*
 - c. *Project type*
 - d. *Category*
 - e. *Location*
 - f. *Project start date*
 - g. *Estimated completion date*
 - h. *Actual completion date*
 - i. *Implementing agent*
 - j. *Department*
 - k. *Project budget*
 - l. *Project expenditure*
 - m. *Project balance*
- b) *Must allow for the saving and viewing of project plans (in the pdf format) directly from the module to a shared documents folder*

1.3.3 *Contracts register*

- a) *Must allow for the capturing and maintenance of the following data fields as a minimum:*
 - a. *Contract number*
 - b. *Contract description*
 - c. *Project number*
 - d. *Appointed supplier*
 - e. *Guarantee amount*
 - f. *Guarantee date*
 - g. *Liability insurance amount*
 - h. *Site handover date*
 - i. *Estimated completion date*
 - j. *Actual completion date*
 - k. *Original approved contract value*
 - l. *Approved variations*
 - m. *Contingencies*
 - n. *Escalations*



- o. *Exchange rate fluctuations*
- p. *Expenditure to date*
- q. *Balance remaining*
- b) *Must allow for linking to mSCOA accounts on the municipal financial system on the following accounts:*
- a. *Project expense*
- b. *Expenditure*
- c. *Retention*
- d. *Guarantee / surety*
- c) *Must allow for the saving and viewing of the following documents (in the pdf format) directly from the module to a shared documents folder:*
- a. *Procurement plan*
- b. *Bid resolutions*
- c. *Appointment letter*
- d. *Bid contract*
- e. *Construction guarantee*
- f. *Professional indemnity insurance*
- g. *Retention guarantee*
- h. *Completion certificate*
- i. *As built drawings*
- j. *Asset register*

1.3.4 *Funding register*

- a) *Must allow for the capturing and maintenance of the following data fields as a minimum:*
- a. *Funding number*
- b. *Funding description*
- c. *Project number*
- d. *Funding source*
- e. *Grant funded*
- f. *Resolution number*
- g. *Budget year*
- h. *Budget*



- i. *Expenditure to date*
 - j. *Balance remaining*
 - b) *Must allow for linking to mSCOA accounts on the municipal financial system on the following accounts:*
 - a. *Funding / grant suspense*
 - b. *Conditions met / revenue*
 - c) *Must allow for the saving and viewing of the following documents (in the pdf format) directly from the module to a shared documents folder:*
 - a. *Approved funding plan*
 - b. *Council resolution*

1.3.5 Capital projects transaction register

- a) *Certificate numbers must be based on the consulting engineering certificate numbers*
- b) *Must allow for the capturing and maintenance of the following data fields as a minimum:*
 - a. *Certificate number*
 - b. *Supplier*
 - c. *Funding source*
 - d. *Detail*
 - e. *Invoice number*
 - f. *Percentage completion*
 - g. *Total value certified*
 - h. *Discount*
 - i. *Amount paid to sub-contractor*
 - j. *Retention*
 - k. *Surety*
 - l. *Material on site*
 - m. *Penalties*
 - n. *VAT*
 - o. *Amount previously paid*
 - p. *Amount payable*
 - q. *Payment voucher*
 - r. *Contract progress*
- c) *Must allow for viewing on remaining contract value*



- d) *Must allow for viewing on remaining funding value*
- e) *Must allow for the saving and viewing of the following documents (in the pdf format) directly from the module to a shared documents folder:*
 - a. *Consultants certificate*
 - b. *Payment voucher*

1.3.6 *Operating projects transaction register*

- a) *Certificate numbers must be based on the progress of claims*
- b) *Must allow for the capturing and maintenance of the following data fields as a minimum:*
 - a. *Certificate number*
 - b. *Supplier*
 - c. *Funding source*
 - d. *Detail*
 - e. *Invoice number*
 - f. *Percentage completion*
 - g. *Claim amount*
 - h. *VAT*
 - i. *Amount previously paid*
 - j. *Amount payable*
 - k. *Payment voucher*
 - l. *Contract progress*
- c) *Must allow for viewing on remaining contract value*
- d) *Must allow for viewing on remaining funding value*
- e) *Must allow for the saving and viewing of the following documents (in the pdf format) directly from the module to a shared documents folder:*
 - a. *Contract claim certificate*
 - b. *Payment voucher*



1.4 UNAUTHORIZED IRREGULAR FRUITLESS AND WASTEFUL EXPENDITURE MANAGEMENT

An unauthorised-, irregular- and fruitless and wasteful expenditure module is required that has been developed specifically for the unique requirements of local government. The module must guide and direct the user through every process, starting with the identification of the unauthorized or irregular or fruitless and wasteful expenditure following all steps as required in managing and reporting on the expenditure right through to the final write-off or recovery thereof.

The module must allow for the assessment of unauthorised-, irregular- and fruitless and wasteful expenditure as well as comprehensive procurement analysis for investigation purposes. The module must allow users to continue with the process of investigation for condonement, recovery and / or write-off of unauthorised-, irregular- and fruitless and wasteful expenditure.

The module must employ a systematic investigative workflow which must assist the accounting officer in determining the actual losses made as a result of incurring unauthorised-, irregular- and fruitless and wasteful expenditure. The module must assist management in the process to identify staff who have transgressed in terms of compliance of laws and regulations and the process to deal with the transgressions.

The module must automate and manage the full unauthorized irregular fruitless and wasteful expenditure process and must integrate the different processes as prescribed by legislation. In order to achieve this, the module must, as a minimum, contain the following main components / registers:

- a) *Unauthorized expenditure register*
- b) *Irregular expenditure register*
- c) *Fruitless and wasteful expenditure register*

1.4.1 *General requirements of all main components / registers*

- a) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- d) *Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- e) *Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*



- f) *Reference numbers must be unique and auto generated per component / register per year by the module*

1.4.2 *Unauthorized expenditure register*

- a) *Must allow for the capturing of the existing unauthorized expenditure list*
- b) *Must allow for the capturing of the current year operating and capital budget versus actual expenditure*
- c) *Must allow for progress tracking with the following fields as a minimum:*
- a. *Currently under investigation*
 - b. *Confirmed*
 - c. *Disciplinary process initiated against responsible person*
 - d. *Transferred to receivables for recovery*
 - e. *Paid in or in the process of paying in instalments*
 - f. *Awaiting approval*
 - g. *Approved*
- d) *Must allow for linking to main financial system*
- e) *Must allow for linking to Council resolution register*
- f) *Must allow for full audit trail with supporting documentation (POE) for audit purposes*
- g) *Must allow for the generation of the final unauthorized expenditure report*

1.4.3 *Irregular expenditure register*

- a) *Must allow for the capturing of the existing irregular expenditure list*
- b) *Must allow for the capturing of payment / expenditure detail history*
- c) *Must allow for capturing of bid / award detail history*
- d) *Must allow for the linking to payment / expenditure general ledger details on the main financial system*
- e) *Must allow for progress tracking with the following fields as a minimum:*
- a. *Currently under investigation*
 - b. *Confirmed*



- c. *Disciplinary process initiated against responsible person*
- d. *Criminal charges laid with SAPS*
- e. *Transferred to receivables for recovery*
- f. *Paid in or in the process of paying in instalments*
- g. *Written-off by accounting officer or accounting authority as irrecoverable*
- f) *Must allow for linking to Council and Bid Committee resolution register*
- g) *Must allow for full audit trail with supporting documentation (POE) for audit purposes*
- h) *Must allow for the generation of the final irregular expenditure report*

1.4.4 Fruitless and wasteful expenditure register

- a) *Must allow for the capturing of the existing fruitless and wasteful expenditure list*
- b) *Must allow for the capturing of the fruitless and wasteful expenditure detail history*
- c) *Must allow for the linking to fruitless and wasteful expenditure general ledger details on the main financial system*
- d) *Must allow for progress tracking with the following fields as a minimum:*
 - a. *Currently under investigation*
 - b. *Confirmed*
 - c. *Disciplinary process initiated against responsible person*
 - d. *Criminal charges laid with SAPS*
 - e. *Transferred to receivables for recovery*
 - f. *Paid in or in the process of paying in instalments*
 - g. *Written-off by accounting officer or accounting authority as irrecoverable*
- e) *Must allow for linking to Council resolution register*
- f) *Must allow for full audit trail with supporting documentation (POE) for audit purposes*
- g) *Must allow for the generation of the final fruitless and wasteful expenditure report*



1.5 AUDIT PROCESS MANAGEMENT

An audit process module is required that has been developed specifically for the unique requirements of local government. The module must guide and direct the user through every process, starting with the creation of each individual action plan through all the progress in addressing the audit finding up to the final completion thereof.

The module must enhance accountability through the allocation of each detailed audit finding to responsible official/s in order to address the audit finding and to report progress thereof. Results from the audit action plan must be updated and uploaded for easy reference and review by the chief financial officer as well as the accounting officer.

The module must contain status tracking reports to assist management to monitor the tracking of implementation and the module must comply with the requirements of the Auditor General of South Africa.

The module must automate and manage the full audit process and must integrate the different processes as prescribed by legislation.

1.5.1 General requirements

- a) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- d) *Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- e) *Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*
- f) *Reference numbers must be unique and auto generated per component / register per year by the module*

1.5.2 Audit process management register

- a) *Must allow for capturing of audit exceptions from the audit exception report / audit management letter per year*



- b) *Must allow for the capturing and maintenance of all relevant audit action plan data fields as prescribed for control and reporting purposes*
- c) *Must allow for reporting on progress of addressing audit findings and allow for the capturing and maintenance of the following data fields as a minimum:*
 - a. *Proposed action to address audit finding*
 - b. *Planned due date*
 - c. *Progress percentage*
 - d. *Progress in addressing audit finding*
 - e. *Progress status*
 - f. *Actual date addressed*
- d) *Must allow for linking of supporting documentation (POE) on progress on addressing audit findings*
- e) *Must allow for workflow allocation of tasks, tracking and implementation*
- f) *Must allow for the "push-button" generation of the audit action plan and review thereof for reporting and audit purposes.*

1.6 PAYMENT VOUCHER MANAGEMENT

A payment voucher management module is required that has been developed specifically for the unique payment voucher processing and document retention requirements of local government. The module must guide and direct the user through every process, starting with the creation of the payment voucher through all the different steps up to the final payment thereof.

The module must automate and manage the full payment voucher management process and must integrate with the municipal financial system as prescribed by legislation. In order to achieve this, the module must, as a minimum, contain the following main components:

- a) *Payment voucher register*
- b) *Accounts payable processing*
- c) *EFT exports*



1.6.1 General requirements

- a) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- d) *Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- e) *Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*
- f) *Reference numbers must be unique and auto generated per component / register per year by the module*

1.6.2 Payment voucher register

- a) *Must allow for integration with the municipal accounting system in order to link Accounts Payable invoices to the payment voucher for payment*
- b) *Must allow for viewing of Accounts Payable Ledger information from the municipal accounting system*
- c) *Must allow for viewing of General Ledger posting information of the Accounts Payable invoices from the municipal accounting system*
- d) *Must allow for viewing of Trade Creditor registration details from the supplier database on the municipal accounting system*
- e) *Must allow for the generation of payment vouchers from the system that contains the following information as a minimum:*
 - a. *General details of payment (Voucher reference number, date, description, amount, etc.)*
 - b. *Supplier database details*
 - c. *Supplier banking details*
 - d. *Invoice/s paid details*
 - e. *General ledger posting details*
- f) *Must allow for all levels of approvals on the generated payment voucher*



- g) *Must allow for the saving and viewing of the payment voucher document (in the pdf format) directly from the module to a shared documents folder*

1.6.3 Accounts payable processing

- a) *Must allow for integration with the Accounts Payable Ledger on the municipal accounting system in order to identify outstanding invoices and automatically generate payment vouchers*
- b) *Must provide for age analysis generated from the data on the Accounts Payable Ledger on the municipal accounting system in order to facilitate decision making on the payment of invoices*
- c) *Must guide the responsible user on the payment history of invoices and identify unpaid invoices in order to simplify the payment process*

1.6.4 EFT exports

- a) *Must automatically generate payment voucher export file in the format required by the municipal bankers*
- b) *Must have built-in checks and balance to prevent duplicate payments which includes linking to the municipal accounting system cashbook details to verify existence of payment vouchers and payment thereof*
- c) *Must allow for referencing of payment vouchers in the format of the municipal accounting system to facilitate cashbook capturing and bank reconciliations*



1.7 PERFORMANCE MANAGEMENT

A Performance management module is required that has been developed specifically for the unique Performance Management processing and document retention requirements of local government. The module must guide and direct the user through every process, starting with the identifying of priorities through all the different steps up to the final annual PMS reporting.

The Municipal Systems Act (MSA) of 2000 mandates municipalities to establish performance management systems, and the Planning and Performance Management Regulations of 2001 describes the municipality's performance management system as consisting of a framework that articulates and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed and to determine the roles of different stakeholders.

Furthermore, the MSA and the Municipal Finance Management Act of 2003 (MFMA) requires that the 5-year strategy of a municipality, the Integrated Development Plan (IDP), must be aligned to the municipal budget and must be monitored for the implementation of the IDP against the budget via the annual Service Delivery and Budget Implementation Plan (SDBIP). Thus the IDP, the budget and the municipality's performance are linked. In relation to these provisions, the performance management of Section 56 Managers must align with the implementation of the Integrated Development Plans, and this is now regulated in terms of the Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006.

Performance management is a process which measures the implementation of an organization's strategy. At the local government level, this has become an imperative, with economic development, transformation, governance, financial viability and service delivery being the key performance areas in terms of the Local Government Developmental Agenda. Performance management provides the mechanism to measure whether targets to meet its strategic objectives that are set by municipalities and its employees, are met. National government has also found it necessary to institutionalize and provide legislation on the performance management process for local government.



1.7.1 General requirements

- a) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- d) *Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- e) *Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*
- f) *Reference numbers must be unique and auto generated per component / register per year by the module*

1.7.2 Performance management system

- a) *Must allow for the following main modules:*
 - a. *Ward priorities*
 - b. *Municipal priorities*
 - c. *IDP 5 year*
 - d. *IDP annual*
 - e. *SDBIP*
 - f. *Quarterly reporting*
 - g. *Annual reporting*
- b) *Must allow for the setting and capturing of the following:*
 - a. *IDP key performance areas*
 - b. *National general KPI's*
 - c. *Back to basics pillars*
 - d. *Provincial categories (if applicable)*
 - e. *PMS assessment criteria*
 - f. *PMS performance criteria*
 - g. *Municipal functions*
 - h. *Municipal IDP objectives*



- i. *Municipal key strategic interventions*
- c) *Must allow for the capturing and linking / building of ward priorities to municipal priorities to 5 year IDP to annual IDP to SDBIP*
- d) *Must allow for the development of the organizational scorecard through the following:*
 - a. *Setting out National Key Performance Areas (KPA's)*
 - b. *Defining Strategic Focus Areas / Local Priorities*
 - c. *Formulating Appropriate Development Objectives*
 - d. *Developing Suitable Key Performance Indicators (KPI's)*
 - e. *Type of Indicators*
 - f. *Determining Baseline Indicators*
 - g. *Setting Performance Targets*
 - h. *Allocating Responsibility*
- e) *Must allow for quarterly reporting and the automated generation of reports*
- f) *Must allow for annual reporting and automated generation of reports*

1.8 JOURNAL REGISTER MANAGEMENT

A journal register management module is required that has been developed specifically for the unique journal processing and document retention requirements of local government. The module must guide and direct the user through every process, starting with the creation of the journal through all the different steps up to the final posting thereof to the general ledger.

The module must automate and manage the full journal register management process and must integrate with the municipal financial system as prescribed by legislation. In order to achieve this, the module must, as a minimum, contain the following main components:

- a) *General ledger journals*
- b) *Accounts payable journals*
- c) *Accounts receivable journals*



1.8.1 General requirements

- a) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- d) *Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- e) *Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*
- f) *Reference numbers must be unique and auto generated per component / register per year by the module*

1.8.2 General ledger journals

- a) *Must allow for integration with the municipal accounting system in order to access general ledger account details for processing*
- b) *Must allow for integration with the General Ledger on the municipal accounting system in order to facilitate the processing of General Journals*
- c) *Must allow for viewing of General Ledger posting information from the municipal accounting system*
- d) *Must allow for the generation of General Journal vouchers from the system that contains the following information as a minimum:*
 - a. *General details of journal (Journal reference number, date, description, account details, amounts, etc.)*
 - b. *Original general ledger transaction details*
 - c. *General ledger posting details*
 - e) *Must allow for all levels of approvals on the generated General Journal voucher*
 - f) *Must allow for the saving and viewing of the General Journal voucher document (in the pdf format) directly from the module to a shared documents folder*



1.8.3 Accounts payable journals

- a) *Must allow for integration with the municipal accounting system in order to access accounts payable account details for processing*
- b) *Must allow for integration with the Accounts Payable Ledger on the municipal accounting system in order to facilitate the processing of Accounts Payable Journals*
- c) *Must allow for viewing of Accounts Payable Ledger posting information from the municipal accounting system*
- d) *Must allow for the generation of Accounts Payable Journal vouchers from the system that contains the following information as a minimum:*
 - a. *General details of journal (Journal reference number, date, description, account details, amounts, etc.)*
 - b. *Original Accounts Payable transaction details*
 - c. *General ledger posting details*
 - e) *Must allow for all levels of approvals on the generated Accounts Payable Journal voucher*
 - f) *Must allow for the saving and viewing of the Accounts Payable Journal voucher document (in the pdf format) directly from the module to a shared documents folder*

1.8.4 Accounts receivable journals

- a) *Must allow for integration with the municipal accounting system in order to access accounts receivable account details for processing*
- b) *Must allow for integration with the Accounts Receivable Ledger on the municipal accounting system in order to facilitate the processing of Accounts Receivable Journals*
- c) *Must allow for viewing of Accounts Receivable Ledger posting information from the municipal accounting system*
- d) *Must allow for the generation of Accounts Receivable Journal vouchers from the system that contains the following information as a minimum:*
 - a. *General details of journal (Journal reference number, date, description, account details, amounts, etc.)*
 - b. *Original Accounts Receivable transaction details*
 - c. *General ledger posting details*



- e) *Must allow for all levels of approvals on the generated Accounts Receivable Journal voucher*
- f) *Must allow for the saving and viewing of the Accounts Receivable Journal voucher document (in the pdf format) directly from the module to a shared documents folder.*

1.9 INSURANCE REGISTER MANAGEMENT

An insurance register management module is required that has been developed specifically for the unique insurance claims, processing and document retention requirements of local government. The module must guide and direct the user through every process, starting with the creation of the insurance claim through all the different steps up to the final receipt of the insurance claim amount.

The module must automate and manage the full insurance register management process and must integrate with the municipal financial system as prescribed by legislation. In order to achieve this, the module must, as a minimum, contain the following main components:

- a) *Insurance register*
- b) *Processing of insurance claims*
- c) *Insurance journals*

1.9.1 General requirements

- a) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- d) *Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- e) *Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*
- f) *Reference numbers must be unique and auto generated per component / register per year by the module*



1.9.2 *Insurance register*

- a) *Access to the register must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Insurance claim numbers must be unique and automatically generated*
- d) *Must allow for the generation of the following reports:*
 - a. *Insurance claims report*
 - b. *Insurance claims list*
- e) *The insurance claims report generated must as a minimum contain the following information:*
 - a. *Processing details (user created, user authorized, dates and times)*
 - b. *Details of insurance claim*
 - c. *General ledger account processing and posting details*
 - d. *Approval of insurance claim section*
- f) *Must allow for the capturing and maintenance of the following data fields as a minimum:*
 - a. *Claim number*
 - b. *Claim date*
 - c. *Description of claim*
 - d. *Broker number*
 - e. *Reported to SAPS / Insurance (yes / no)*
 - f. *SAPS case number*
 - g. *Loss type*
 - h. *Responsible official*
 - i. *Loss amount*
 - j. *Settled (yes / no)*
 - k. *Settled amount*
 - l. *Claim excess amount*
 - m. *Details of claim*
 - n. *Reasons in case of rejection of claim by insurance*
 - o. *General ledger account processing and posting details*
- g) *Must allow for integration with the municipal accounting system in order to access general ledger account details for processing*



- h) *Must allow for the saving and viewing of the following documents (in the pdf format) directly from the module to a shared documents folder:*
 - a. *Insurance claim form*
- i) *Must allow for printing of documents and export to Microsoft Excel and pdf formats*

1.9.3 Processing of insurance claims

- a) *Access to the register must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Insurance processing reference numbers must be unique and automatically generated*
- d) *Must allow for the generation of the following reports:*
 - a. *Insurance processing list*
- e) *Must allow for the capturing and maintenance of the following data fields as a minimum:*
 - a. *Reference number*
 - b. *Date*
 - c. *Description*
 - d. *Processing type*
 - e. *Amount*
- f) *Must allow for the saving and viewing of the following documents (in the pdf format) directly from the module to a shared documents folder:*
 - a. *Insurance claim form*
 - b. *Processing documentation*
- g) *Must allow for printing of documents and export to Microsoft Excel and pdf formats*

1.9.4 Insurance journals export

- a) *Access to the register must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the generation of the following reports:*
 - a. *Insurance claim journal export report*



- b. *Journal export error report*
- d) *Must automatically generate journal export file in the format required by the municipal accounting system*
- e) *Must allow for the integration to the municipal accounting system in order to facilitate import of insurance claims journal*
- f) *Must allow for printing of documents and export to Microsoft Excel and pdf formats*

1.10 GENERAL LEDGER MANAGEMENT

A general ledger management module is required that has been developed specifically for the unique general ledger, mSCOA and document retention requirements of local government. The module must link the general ledger detailed transactions from the municipal accounting system to the documents generated and by and linked to all other related module.

The module must integrate with the municipal financial system as prescribed by legislation. In order to achieve this, the module must, as a minimum, contain the following main components:

- a) *Detailed trial balance*
- b) *Detailed general ledger transactions*

1.10.1 General requirements

- a) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- d) *Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- e) *Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*
- f) *Reference numbers must be unique and auto generated per component / register per year by the module*



1.10.2 *Detailed trial balance and general ledger transactions*

- a) *Must allow for integration with the municipal accounting system in order to access general ledger account details and general ledger detailed transactions*
- b) *Must allow for the presentation of the detailed trial balance and general ledger transactions from the municipal accounting system in any format as required by the Municipality and in order to facilitate the compilation of monthly management reports and annual financial statements*
- c) *Must allow for the linking of the detailed general ledger transactions to all relevant source documentation such as:*
 - a. *Contracts*
 - b. *Payment vouchers*
 - c. *Journals*
 - d. *Bid documents*
 - e. *Requisitions*
 - f. *Orders*
 - g. *Appointment letters*
 - h. *All other relevant documentation needed for financial management and auditing purposes*
- d) *Must simplify and support auditing processes such as Request for Information, Communication of Audit Findings, etc. by ensuring that all relevant documentation required for auditing purposes are available and linked to detailed general ledger transactions and can be generated from the module through the "click of a button"*



1.11 FILE MANAGEMENT

A file management module is required that has been developed specifically for the unique file management and document retention requirements of local government.

There is no central file structure or the storing of working papers and other critical documents in the Municipality. All documents are kept individually by officials on various devices. The module must combine all documents, working papers, letters, etc. for each Department on a central system with versioning, user rights and backup facilities.

1.11.1 General requirements

- a) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*
- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- d) *Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- e) *Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*
- f) *Reference numbers must be unique and auto generated per component / register per year by the module*

1.11.2 File management

- a) *Must allow for management of documents / files on the following levels:*
 - a. *Own files / user specific*
 - b. *Departmental (shared) files*
 - c. *All (shared) files*
- b) *Must allow for creation and saving of virtual folders / structure on the system*
- c) *Must allow for the creation of documents / files with the following basic fields:*
 - a. *Document name*
 - b. *Description*



- c. *Folder name*
 - d. *Date created*
 - e. *Version*
 - f. *Date revised*
 - g. *Owner*
 - h. *Department*
 - i. *Permissions*
 - j. *Locked / reserved status*
- d) *Must allow for the reserving of documents / files for editing purposes*
 - e) *Must allow for the importing of new and edited documents / files*
 - f) *Must allow for the versioning / history details of documents / files*
 - g) *Must allow for the storing and viewing of all file formats, such as:*
 - a. *Microsoft Word*
 - b. *Microsoft Excel*
 - c. *Picture files (gif, bmp, png, jpeg, etc.)*
 - d. *PDF*
 - e. *Etc.*

1.12 SUPPLIER INVOICE REGISTRY MANAGEMENT

A supplier invoice registry management module is required that has been developed specifically for the unique file management and document retention requirements of local government.

There is currently no proper management of the receipt and management of supplier invoices. This leads to a delay in the payment of supplier invoices and uncertainty regarding the completeness of the Trade creditor, Expenditure and Asset balances on the AFS.

A supplier invoice registry management solution is required that will ensure that all supplier invoices are appropriately captured and processed in terms of the MFMA.

1.12.1 General requirements

- a) *Access to components / registers must be controlled through user access levels with view, edit and authorization rights*



- b) *Must allow for the allocation of tasks to users based on user access levels and the tracking of the implementation thereof*
- c) *Must allow for the saving of scanned / generated documents (in the pdf format) directly from the module to a shared documents folder on the server*
- d) *Must allow for viewing of scanned documents (in the pdf format) from a shared documents folder on the server to the module*
- e) *Must allow for printing of all reports and export to Microsoft Word / Excel and pdf formats*
- f) *Reference numbers must be unique and auto generated per component / register per year by the module*

1.12.2 *Supplier invoice registry*

- a) *Must allow for the centralized capturing of supplier invoices submitted to the Municipality on an electronic register from all sources such as:*
 - a. *E-mail*
 - b. *Hard copy via post*
 - c. *Hard copy via hand delivered*
 - d. *Fax*
 - e. *Etc.*
- b) *Must allow for the linking of captured supplier invoices to origin documents such as orders, contracts, etc.*
- c) *Must allow for the scanning of hard copy documents and linking to electronic register for registry, processing and audit purposes*
- d) *Must allow for the integration to the financial system for linking to supplier ledger and cashbook*
- e) *Must allow for the allocation of supplier invoices to responsible officials for processing and management purposes*



1.13 MONTHLY MAINTENANCE AND AD-HOC SUPPORT SERVICES FOR MODULES

Monthly maintenance and ad-hoc support services are required for the system, which must be rendered for the duration of the contract of thirty six (36) months.

The monthly maintenance fee must cover all aspects of the maintenance of the modules and changes to the system as required from time to time.

The ad-hoc support services must be charged at a fixed rate per hour and will be agreed upon per service required.

1.14 ADDITIONAL SERVICES (RATES ONLY)

The Municipality may require from time-to-time that additional services be rendered to the Municipality to enhance specific municipal business processes to enable improved service delivery.

These services will be agreed upon per business process enhancement and charged on a rates only basis per hour.

1. CONDITIONS OF CONTRACT

The Bidder must establish their Total cost Structure inclusive of the following:

- a. Once-off Software costs*
- b. Annual Software License Fees for three (3) years (inclusive of annual inflation increase for year 2 and 3)*
- c. System setup, implementation, data transfer, training and hand holding costs*
- d. Monthly Maintenance fees for thirty six (36) months (inclusive of annual inflation increase for year 2 and 3)*
- e. Rate per hour for Ad-Hoc Support Services (inclusive of annual inflation increase for year 2 and 3)*

Rate per hour for Additional Services required (inclusive of annual inflation increase for year 2 and 3)



CONFIDENTIALITY

1. The information contained in this document is of a confidential nature, and may only be used for purposes of responding to this bid request. This confidentiality clause extends to Vendor partners and / or implementation agents, whom the Bidder may decide to involve in preparing a response to this bid request.
2. The prospective bidder shall take all such steps as may be reasonably necessary to prevent the Ga-Segonyana Municipality's confidential information from coming into the possession of unauthorised third parties. In protecting the proactive bidder's confidential information, the Municipality shall use the same degree of care, but no less than a reasonable degree of care, to prevent, the unauthorised use or disclosure of the confidential information as the prospective bidders uses to protect its own confidential information.

A. PREVIOUS EXPERIENCE

Bidder will indicate previous experience of dealing in **Provision of Information Management System Software** as requested by the municipality in the space provided at Bullet G below.

B. COMPANY PROFILE AND CAPACITY

Bidders are expected to provide an overview of their companies. The said overview must be in a form of a **company profile** which must indicate the capacity of the company to execute the job on hand.

C. INTERVIEWS WITH BIDDERS

The Municipality reserves the right to interview bidders before and / or bids are / or after bids are awarded in order to discuss methods and approaches.

D. LIST OF RETURNABLE

Kindly make sure the following documentation is attached:

- License relevant to the industry
- Safety requirements documentation relevant to the industry (if applicable)
- Tax Compliance Certificate (TCS with a pin) certificate
- Certified Copy of Identity Documents
- Joint Venture Agreement (If Bidder is a Joint Venture)
- CSD Registration Report
- Municipal Accounts of both the director(s) and the company

E. WORKS PREVIOUSLY EXECUTED (RELATED TO THE INVITATION)

The following is a statement of major works successfully executed by myself/ my entity in recent years **(Related to Scope of works as per the invitation)**.

Failure to detail the required information shall signify that the Bid is submitted by an inexperienced Bidder.



Employer	Contract Number	Contract Value	Contract Period

H. CURRENT COMMITMENTS (In relation to the bid)

Employer	Contract Number	Contract Value	Contract Period



SPECIAL CONDITIONS:

1. Employer

- The employer is **Ga-Segonyana Local Municipality**

2. Address

The Address of the employer is:

Ga-Segonyana Local Municipality

Private Bag X1522

KURUMAN

8460

Cnr Voortrekker and School Street

Municipal Building

KURUMAN

8460

053 712 9300 (Tel)

053 712 3581 (Fax)

3. Scope

- Bids are hereby invited for the **supply of Information Management System Software**.

See specifications above.

4. Objective

- To provide the municipality with the standard goods and services to enable the Municipality to carry out its mandate of Service Delivery.

5. Transfer and Cession

- The preferred bidder shall render the services himself and the use of subcontractors will **NOT** be allowed without prior written permission.
- The preferred bidder **SHALL NOT** cede, transfer, sell or alienate in any way the contract or any part thereof to any person or company without obtaining prior written permission thereto, provided the cessionary complies with the requirements of this contract.

6. Breach and Termination

- Should either party commit or breach the provisions of this contract or fail to remedy any breach(es) within **14 (fourteen) days** after the receipt of written complaint, the party that is not in default shall be entitled to cancel this contract per written notice delivered to the other party's domicillum citandi et executandi as per bid documents without prejudice to any other right which the non-defaulting party may have as a result of such breach.



7. Pricing

- Prices shall be fixed for a period of **90 days** from date of closing.
- Where prices are regulated, such rates shall apply.

The bid will be evaluated on functionality with the following criteria:

Bid will be on functionality with the following criteria:

Bid will be on functionality with the following criteria:

Previous experience and track record (50)

Three (3) years' experience with implementation of Municipal projects of a similar nature.

Appointment letters / reference letters to be provided.

- *Three appointment / reference letters* (50)
- *Two appointment / reference letters* (30)
- *Less than two appointment / reference letters* (20)

Human Resources (25)

Key personnel

Company profile, CV's of the support staff and reference letters must be attached as proof of experience.

Bidder must demonstrate experience in the municipal environment on specifically internal controls, applicable legislation, compliance and document management.

- *Above 10 years* (25)
- *Between 5 and 10 years* (20)
- *Less than 5 years* (10)

LED (25)

Bidders to provide Municipal Account or Lease Agreement.

- *Based in the JTG District* (25)
- *Outside Northern Cape* (15)

NB: *Bidders must score a minimum of 70 points to be able to be considered for further evaluation.*

Thereafter bids will be evaluated and adjudicated in terms of the Municipality's Supply Chain Management Policy and other statutory Regulations governing the Supply Chain of the Municipality. Bids will be evaluated on the **80/20 Points basis**, where **80 points** will be allocated to **price** and **20 points** allocated to **Preferential Points**.



For Preference points the following "Targeted Specific Goals" shall apply:

1.1. Locality

10 points

- 1.1.1. Locality shall be deemed all bidders operating and stationed within the boundaries of John Taolo Gaetsewe District.
- 1.1.2. Expanded term for locality shall be deemed for bidders operating and stationed outside of John Taolo Gaetsewe District but within the Northern Cape Province.
 - 1.1.2.1. Bidders shall provide proof of locality by submitting one or more of the following
 - 1.1.2.2. Municipal Account in the bidder's name.
 - 1.1.2.3. Proof of residence in the bidder's name.
 - 1.1.2.4. Bank statement with the bidder's address.
 - 1.1.2.5. Lease agreement indicating a local address, where the lessee is the bidder.
- 1.1.3. The bidder must submit proof of locality in order to claim points for locality.

NOTE: Locality points shall be allocated as follows

Locality	Number of Points for Locality
Within boundaries of John Taolo Gaetsewe District	10.00
Outside boundaries of John Taolo Gaetsewe District, but within the boundaries of Northern Cape Province	5.00
Outside boundaries of the Northern Cape	0.00

Note: Bidder failing to provide the proof of locality, shall claim zero points for locality

1.2. B-BBEE Status Level Contributor

10 Points

- 1.2.1. Bidder must submit proof of B-BBEE status level contributor certificate.
- 1.2.2. B-BBEE status level contributor certificate must be issued by SANAS or authorised person(s) or authorised body.
- 1.2.3. B-BBEE status level contributor certificate must be **original** or **certified**.
- 1.2.4. Other than the B-BBEE Status Level of Contributor certificate, the bidder must submit the **original** B-BBEE sworn affidavit.
- 1.2.5. Bidder failing to submit proof of B-BBEE status level of contributor or original sworn B-BBEE affidavit shall claim zero points for B-BBEE points.



B-BBEE Status Level of Contributor	Number of points
1	10
2	09
3	07
4	06
5	04
6	03
7	02
8	01
Non-compliant contributor	00

For **Preferential Points** bidder(s) must attach a **B-BBEE Status level Contribution Certificate** authorised/ issued by **SANAS, IRBA** or a **Sworn Affidavit ((Commission of Oath)**. Failure to attach, **NO** preference points will be allocated. **CSD Certificate/Report WILL NOT** be used for the purpose of evaluating preference points. **MFMA Circular 81.**



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 22/2023-24

**RE - Information Management System
Software Supply – Council Agendas**

PRERENTIAL PROCUREMENT POLICY REGULATIONS



**GA-SEGONYANA
LOCAL MUNICIPALITY**

Preferential Procurement Policy

Effective Date: 01 JUNE 2023

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1. Background

The **Preferential Procurement Policy of Ga-Segonyana Local Municipality** emanates from the **Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000)**. Adopted in terms of Section 2

2. Definitions

In this policy, unless the context indicates otherwise, any word or expression to which to which a meaning has been assigned in the Act must bear the meaning so assigned –

- 2.1. **"acceptable tender"** – mean any tender which, in all respects, complies with the specification and conditions of tender as out in the tender document;
- 2.2. **"B-BBEE"** – means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3. **"B-BBEE status level of contributor"** – means the B-BBEE status of an entity in terms of code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4. **"black designated groups"** – has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.5. **"black people"** – has the meaning assigned to it in section 1 of Broad-Based Black Economic Empowerment Act;
- 2.6. **"co-operative"** – means a co-operative registered in terms of Section 7 of the Cooperative Act, 2005 (Act No.14 of 2005);
- 2.7. **"construction works"** – means a combination of goods and services arranged for the development, extension, installation, repair, maintenance, renewal, removal, renovation, alteration, dismantling or demolition of a fixed asset including building and engineering infrastructure;
- 2.8. **"designated group"** – means
 - 2.8.1. Black designated groups,
 - 2.8.2. Black people,
 - 2.8.3. Women,
 - 2.8.4. People with disabilities,
 - 2.8.5. Small enterprise, as defined in section 1 of the National Small Enterprise Act, 1996 (Act No.102 of 1996),
 - 2.8.6. Emerging enterprises which are enterprises, owned, managed and controlled by previously disadvantaged persons and which is overcoming business impediments arising from the legacy of apartheid;
- 2.9. **"disability"** – means in respect of a person, permanent 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 human being;
- 2.10. **"EME"** – means
 - 2.10.1. Exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
 - 2.10.2. An entity with an annual turnover of R10, 000, 000.00 (Ten Million Rand) or less;
- 2.11. **"functionality"** – means the ability of a tenderer to provide goods and services in accordance with specifications as set out in the tender document;
- 2.12. **"highest acceptable tender"** – means a tender that complies with the specifications and conditions of tender and that has the highest price compared to other tenders;
- 2.13. **"large enterprise"** – means a company with an annual turnover in excess of R50, 000, 000.00 (Fifty Million Rands);

- 2.14. "**locality**" – means the local suppliers and/or service providers that reside within the municipal area;
- 2.15. "**lowest acceptable tender**" – means a tender that complies with the specifications and conditions of tender and that has the lowest price compared to other tenders;
- 2.16. "**military veteran**" – has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No.18 of 2011);
- 2.17. "**national treasury**" – means the National Treasury established by section 5 of the Public Finance Management Act;
- 2.18. "**Price**" – means an amount of money tendered for goods and/or services, and includes all applicable taxes less all unconditional discounts;
- 2.19. "**proof of B-BBEE status level of contributor**" – means
- 2.19.1. The B-BBEE Status Level certificate issued by an authorised body or person;
 - 2.19.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice, or,
 - 2.19.3. Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;
- 2.20. "**proof of locality**" - means a
- 2.20.1. Municipal account in the name of the tenderer not older than 90 days,
 - 2.20.2. Lease agreement where the tenderer is the lessee, or,
 - 2.20.3. An official letter from the bank confirming the registered business address of the tenderer
- 2.21. "**qualifying small enterprises (QSE)**" – means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.22. "**rand value**" – means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;
- 2.23. "**rural area**" – means
- 2.23.1. A sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area, or,
 - 2.23.2. An area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have traditional land tenure system;
- 2.24. "**specific goals**" – means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No.16085 dated 23 November 1994;
- 2.25. "**tender**" – means a written offer in the form determined by an organ of state in response to an invitation to provide goods and/or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- 2.26. "**tender for income-generating contract**" – means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;
- 2.27. "**the Act**" – means the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000), and,
- 2.28. "**the municipality**" – means Ga-Segonyana Local Municipality.

3. General Requirements

- 3.1. The constitution of the Republic of South Africa, 1996, provides in section 12(1)(c) and 152(2) that local government must promote social and economic development and that the municipality must strive within its financial and administrative capacity, to achieve the objects set out in subsection 152(1).
- 3.2. The constitution provides in section 217 that an organ of state must contract for goods and services in accordance with a procurement system which is fair, equitable, transparent, competitive and cost effective and to implement a policy to grant preference within a framework prescribed by National Legislation.
- 3.3. The Broad-Based Black Economic Empowerment Act, 2003 provides in section 10(b) that every organ of state and public entity must apply any relevant code of good practice issued in terms of the Act in developing and implementing a preferential procurement policy.
- 3.4. The Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000) – PPPFA was promulgated by the Minister in response to the Constitutional provision and allow for a Municipality to develop a preferential procurement policy and to implement such policy within the PPPFA framework.
 - 3.4.1. Section 2(1)(d)(i) and (ii) of the preferential Procurement Policy Framework Act 2000 refers to specific goals which may include:
 - (i). Contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability.
 - (ii). Impending the programmes of the Reconstruction and Development Programme (RDP) as published in Government Gazette 16085 dated 23 November 1994.
 - 3.4.2. The RDP (1994), as basis for development in South Africa, was meant to provide a holistic, integrated, coherent socio-economic policy that is aimed at mobilising people and resources to work towards the upliftment of the material and social conditions of local communities to build sustainable livelihoods for these communities.
 - 3.4.3. In terms of Section 2(1)(d)(ii), the following activities may be regarded as contribution towards achieving the goals of the RDP, in addition to the awarding of preference points in favour of HDI's (published in Government Gazette No.16085 dated 23 November 1994):
 - i. the promotion of South African owned enterprises,
 - ii. The promotion of export orientated production to create jobs,
 - iii. The promotion of SMMEs;
 - iv. The creation of new jobs or the intensification of labour absorption,
 - v. The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province,
 - vi. The promotion of enterprises located in a specific district for work to be done or services to be rendered in that district,
 - vii. The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in that municipal area,
 - viii. The promotion of enterprises located in rural areas,
 - ix. The empowerment of the work force by standardising the level of skill and knowledge of workers,
 - x. The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage-bill spent on education and training and improvement of management skills, and
 - xi. The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations and charity organisations.
- 3.5. The minister of Finance gazetted the new Preferential Procurement Regulations, 2022 dated 4 November 2022 in terms of section 5 of the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000).

4. Purpose and Objectives

4.1. The purpose of this policy is to:

- 4.1.1. Provide for categories of preference in awarding of bids;
- 4.1.2. Provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination; and
- 4.1.3. Clarify the mechanism how the above items in paragraph 4.1.1 and 4.1.2 will be implemented.

4.2. The objectives to be achieved through this policy is to:

- 4.2.1. Promote Black-Based Black Economic Empowerment (B-BBEE) – enterprises providing goods and/or services,
- 4.2.2. Promote local labour and/or promotion of enterprises located in the municipal area,
- 4.2.3. *Promote Small Medium and Micro Enterprises (SMME's), Joint Ventures, Consortiums and Partnerships of one or more of the parties being the person(s) or categories of persons disadvantaged by unfair discrimination,*
- 4.2.4. Implement recognised best procurement practices through effective planning, strategic purchasing, and contract management.

This policy rest upon certain core principles of behaviour as set out in the constitution and ratified by the Constitutional Certification Judgement. In this context, the policy will be applied in accordance with a system, which is fair, equitable, transparent, competitive and cost-effective in terms of Section 217 of the Constitution.

This policy strives to ensure that the objectives for uniformity in the supply chain management systems between municipalities/ municipal entities, is not undermined and consistency with the SCM policies in line with Section 152(1)(c) and 152(2) of the Constitution.

5. Applications

5.1. The municipality will, in the Tender documents, stipulates –

- 5.1.1. the preference points system applicable, and
- 5.1.2. any specific goal as envisaged in Sec 2(1)(d) and (e) of the Preferential Procurement Act

5.2. If it unclear whether the 80/20 or 90/10 preference points system applies –

- 5.2.1. An invitation for the tender for income-generating contracts, that either the 80/20 or 90/10 preference points system will apply and that the highest acceptable tender will be used to determine the applicable preference points system, or
- 5.2.2. Any other invitation for tender, that either the 80/20 or 90/10 preference points system will apply and that the lowest acceptable tender will be used to determine the applicable preference points system.

6. Tenders to be evaluated on Functionality

6.1. When the municipality invites and evaluates bids on the basis of functionality the following must be indicated:

- 6.1.1. it must state that the bid will be evaluated on functionality
- 6.1.2. the evaluation criteria for measuring functionality,
- 6.1.3. the weight of each criterion, and
- 6.1.4. the applicable values as well as the minimum threshold for functionality.

- 6.2. Points scored for functionality must be rounded off to the nearest two decimal places.
- 6.3. A bid that fails to obtain the minimum qualifying score (threshold) for functionality as stipulated in the bid document shall be considered a non-responsive bid.
- 6.4. Bids that meet the minimum threshold for functionality, shall be considered for further evaluation in terms of the bid invitation.
- 6.5. The evaluation criteria for measuring functionality must be objective,

7. 80/20 Preference Points System for Acquisition of Goods or Services for Rand Value equal or below R50 million

- 7.1. The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value up to R50 million, inclusive of all applicable taxes;

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where –

- P_s = Points scored for the price of tender under consideration
 P_t = Price of tender under consideration; and
 P_{\min} = Price of the lowest acceptable tender.

- 7.2. A maximum of 20 points may be awarded to a tenderer for the specific goal(s) as specified for in the tender document,
- 7.3. The points scored for the specified goal(s) must be added to the points scored for price and the total must be rounded to the nearest two decimal places.
- 7.4. A bidder must submit proof of B-BBEE status level of contributor in order to claim points for B-BBEE.
- 7.5. A bidder failing to submit proof of B-BBEE status level of contributor with his quotation/bid, may not be disqualified, but will be awarded no points for B-BBEE.

8. 90/10 Preference Points System for Acquisition of Goods or Services for Rand Value Rand Value above R50 million.

- 8.1. The following formula must be used to calculate the points out of 90 for price in respect of a tender with a Rand value up to R50 million, inclusive of all applicable taxes;

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where –

- P_s = Points scored for the price of tender under consideration
 P_t = Price of tender under consideration; and
 P_{\min} = Price of the lowest acceptable tender.

- 8.2. A maximum of 10 points may be awarded to a tenderer for the specific goal(s) as specified for in the tender document,
- 8.3. The points scored for the specified goal(s) must be added to the points scored for price and the total must be rounded to the nearest two decimal places.
- 8.4. A bidder must submit proof of B-BBEE status level of contributor in order to claim points for B-BBEE.
- 8.5. A bidder failing to submit proof of B-BBEE status level of contributor with his quotation/bid, may not be disqualified, but will be awarded no points for B-BBEE.

9. 80/20 Preference Points System for tenders for income-generating contracts with a Rand Value equal or below R50 million.

9.1. The following formula must be used to calculate the points out of 80 for price in respect of an invitation for tender for income-generating contracts, with a Rand value up to R50 million, inclusive of all applicable taxes;

$$P_s = 80 \left(1 + \frac{P_t - P_h}{P_h} \right)$$

Where –

- P_s = Points scored for the price of tender under consideration
P_t = Price of tender under consideration; and
P_h = Price of the highest acceptable tender.

9.2. A maximum of 20 points may be awarded to a tenderer for the specific goal(s) as specified for in the tender document,

9.3. The points scored for the specified goal(s) must be added to the points scored for price and the total must be rounded to the nearest two decimal places.

9.4. A bidder must submit proof of B-BBEE status level of contributor in order to claim points for B-BBEE.

9.5. A bidder failing to submit proof of B-BBEE status level of contributor with his quotation/bid, may not be disqualified, but will be awarded no points for B-BBEE.

10. 90/10 Preference Points System for tenders for income-generating contracts with a Rand Value above R50 million

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

$$P_s = 90 \left(1 + \frac{P_t - P_h}{P_h} \right)$$

Where –

- P_s = Points scored for the price of tender under consideration
P_t = Price of tender under consideration; and
P_h = Price of the highest acceptable tender.

10.2. A maximum of 10 points may be awarded to a tenderer for the specific goal(s) as specified for in the tender document,

10.3. The points scored for the specified goal(s) must be added to the points scored for price and the total must be rounded to the nearest two decimal places.

10.4. A bidder must submit proof of B-BBEE status level of contributor in order to claim points for B-BBEE.

10.5. A bidder failing to submit proof of B-BBEE status level of contributor with his quotation/bid, may not be disqualified, but will be awarded no points for B-BBEE

11. Locality

11.1. When the municipality invites and evaluates bids on the basis of locality as a set preference goal, it must be stated as such on the invitation.

11.2. Locality shall be deemed all bidders operating and stationed within the boundaries of John Taolo Gaetsewe District.

- 11.3. Expanded term for locality shall be deemed for bidders operating and stationed outside of John Taolo Gaetsewe District but with the Northern Cape Province.
- 11.4. Bidders shall provide proof of locality by submitting one or more of the following:
- 11.4.1. Municipal Account in the bidder's name.
 - 11.4.2. Proof of residence in the bidder's name.
 - 11.4.3. Bank statement with the bidder's address.
 - 11.4.4. Lease agreement indicating a local address, where the lessee is the bidder.
- 11.5. The bidder must submit proof of locality in order to claim points for locality.
- 11.6. Bidder failing to provide the proof of locality, shall claim zero points for locality.

12. Specified Contract Participation Goals (For Procurement Values above R30, 000.00)

- 12.1. The bid conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, to be attained.
- 12.2. Bids for *income-generating contracts* points will be allocated in terms of the following goals:

Goals	80/20	90/10
Locality	10	05
B-BBEE Status Level Contributor	10	05
Joint Venture with Local Registered SMME	05	2.5
<i>Small Medium and Micro Enterprises (SMME's) Local</i>	05	2.5

- 12.3. Bids for *acquisition of goods and/or services*, a maximum of 20 or 10 points must be allocated for specific goals. The specific goals are as follows:

Goals	80/20	90/10
Locality	10	05
B-BBEE Status Level Contributor	10	05
Joint Venture with Local Registered SMME	05	2.5
<i>Small Medium and Micro Enterprises (SMME's) Local</i>	05	2.5

- 12.4. For B-BBEE points the below table shall apply:

B-BBEE Status Level of Contributor	Number of points (80/20 system)	Number of points (90/10 system)
1	10	05
2	09	4.5
3	07	3.5

4	06	03
5	04	02
6	03	1.5
7	02	01
8	01	0.5
Non-compliant contributor	00	0.0

- 12.5. Bidder must submit proof of B-BBEE status level contributor certificate.
- 12.6. B-BBEE status level contributor certificate must be issued by SANAS or authorised person(s) or authorised body.
- 12.7. B-BBEE status level contributor certificate must be original or certified.
- 12.8. Other than the B-BBEE Status Level of Contributor certificate, the bidder must submit the original B-BBEE sworn affidavit.
- 12.9. Bidder failing to submit proof of B-BBEE status level of contributor or original sworn B-BBEE affidavit shall claim zero points for B-BBEE points.
- 12.10. Locality points shall be allocated as follows:

Locality	Number of Points for Locality 80/20	Number of Points for Locality 90/10
Within boundaries of John Taolo Gaetsewe District	10	05
Outside boundaries of John Taolo Gaetsewe District, but within the boundaries of Northern Cape Province	05	2.5
Outside boundaries of the Northern Cape	0.00	0.00

13. Award of Contracts

- 13.1. Points for price and points for specific goals must be added together.
- 13.2. Total points must not exceed 100 points.
- 13.3. Bidders shall be scored on both the price and specific goals points.
- 13.4. A contract MUST be awarded to the bidder who scored the highest total number of points in terms of the preference point systems.
- 13.5. A contract may be awarded to a bidder that did not score the highest points only in accordance with section 2(1)(f) of the Act.
- 13.6. If an organ of state intends to apply objective criteria in terms of section 2(1)(f) of the Act, the organ of state must stipulate the objective criteria in the tender documents.

14. Criteria for breaking deadlock in scoring

- 14.1. If two or more bidders score an equal total number of points, the contract must be awarded to bidder that scored the highest points on the for specific goals.
- 14.2. If functionality is part of the evaluation process and two or more bidders score equal total points and equal preference points for specific goals, the contract must be awarded to the bidder that scored the highest points for functionality.

- 14.3. If two or more bidders score equal total points in all respects, the award must be decided by the drawing of lots.

15. Remedies

- 15.1. Upon detecting that a bidder submitted false information regarding its B-BBEE status level of contributor, locality, or any other matter required in terms of these Regulations which will affect or has affected the evaluation of a tender, or where a bidder has failed to declare any subcontracting arrangements, the organ of state must-
 - 15.1.1. inform the bidder accordingly,
 - 15.1.2. give the tenderer an opportunity to make representations within 14 days as to why –
 - 15.1.2.1. the tender submitted should not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part,
 - 15.1.2.2. if the successful tenderer subcontracted a portion of the tender to another person without disclosing it, the tenderer should not be penalised up to 10 percent of the value of the contract; and
 - 15.1.2.3. the tenderer should not be restricted by the National Treasury from conducting any business for a period not exceeding 10 years with any organ of state; and
 - 15.1.3. if it concludes, after considering the representations referred to in sub-regulation 15.1.2 that-
 - 15.1.3.1. such false information was submitted by the bidder-
 - a). disqualify the bidder or terminate the contract in whole or in part; and
 - b). if applicable, claim damages from the bidder; or
 - 15.1.3.2. the successful tenderer subcontracted a portion of the tender to another person without disclosing, penalise the tenderer up to 10 percent of the value of the contract
- 15.2. An organ of state must
 - 15.2.1. inform the National Treasury, in writing, of any actions taken in terms of sub-regulation 15.1
 - 15.2.2. provide written submissions as to whether the tenderer should be restricted from conducting business with any organ of state; and
 - 15.2.3. submit written representations from the tenderer as to why that tenderer should not be restricted from conducting business with any organ of state.
 - 15.2.4. The National Treasury may request an organ of state to submit further information pertaining to sub-regulation 15.1 within a specified period
- 15.3. The National Treasury must-
 - 15.3.1. after considering the representations of the tenderer and any other relevant information, decide whether to restrict the tenderer from doing business with any organ of state for a period not exceeding 10 years; and
 - 15.3.2. maintain and publish on its official website a list of restricted suppliers

16. Short title and commencement

- 16.1. This policy is called the Preferential Procurement Policy of Ga-Segonyana Local Municipality, and shall take effect on the **01 JUNE 2023**.