

STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO. Q09.01.19

CALLING FOR QUOTATIONS FOR SERVICES (R 30 000 TO R 200 000.00)

NETWORK DESIGN AND CONFIGURATION IMPROVEMENT

CLOSING DATE:	2019/01/18	3	TIME	12H00
NAME OF COMPANY				
TOTAL AMOUNT (MBD 3.1)				
CENTRAL SUPPLIER DATA NUMBER	BASE	MAAA		
CONTACT PERSON				
TELEPHONE NUMBER				
FAX NUMBER				

	S REGARDING N PROCEDURES	TECHNI	CAL ENQUIRIES	
DIRECTORATE FINAL SUPPLY CHAIN MAN		DIRECTORATE: CORPORATE SERVICES ICT SERVICES SECTION		
KENNETI	H MAHLANGU	v	UYO MAY	
DEMAND AND AC	QUISITION MANAGER	INFRASTRUCTURE AND DESKTOP MANAGER		
TEL. NUMBER	013 249 7702	TEL. NUMBER	013 249 7011	
	QUOTATIO	N ISSUED BY		
KENNETH	H MAHLANGU	LEGAL & ADMINISTRATION DEPARTMENT		
DEMAND AND AC	QUISITION MANAGER	TEL. NUMBER 013 249 7702		
STEVE TSHWETE I	OCAL MUNICIPALITY	P.O. BOX 14, MIDDELBURG, 1050		

QUOTATION DETAILS							
QUOTATION NUMBER		Q09.01.19					
TENDER TITLE	NETWO	RK DESIGN AN	ND CON	FIGURATIO	ON IMPROVE	MENT	
CLOSING DATE	2019/0	1/18 CLOSING TIME 12H00				12H00	
SITE MEETING	DATE	N/A	TIME	N/A	COMPUL- SORY	N/A	
SITE MEETING ADDRESS		N/A					
CIDB GRADING REQUIRED		N/A	LEVEL AND CATEGORY		N/A		
QUOTATION DOCUMENT FEE	FREE OF CHARGE		PREFERENCE POINT SYSTEM		80/20		
QUOTATION BOX SITUATED AT	DEMAND AND ACQUISITIONING MANAGEMENT OFFICES, SCM,CORNER WALTER SISULU AND PROTEA STREET, MIDDELBURG						
OPERATING HOURS	The bid box is open during office hours, Monday to Thursdays from 08h00 to 16h00 and Fridays from 08h00 to 13h00.						
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF QUOTATION.					

PLEASE NOTE:

- 1. Prospective suppliers must be registered on CSD prior to submitting quotation and copy of said document must be attached to quotation.
- 2. Quotations that are deposited in the incorrect box will not be considered.
- 3. Mailed, telegraphic, telex, or faxed quotations will not be accepted.
- 4. No late quotations after closing date and time will be accepted.
- 5. Quotations not clearly marked and unamend will not be accepted.
- 6. Quotations may only be submitted on the quotation documentation provided by the municipality.
- 7. No awards will be made to a person:
 - i. Who is in the service of the state,
 - ii. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state
 - iii. Who is an advisor or consultant contracted with the municipality or municipal entity

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	BIDDER	WITNESS	EMPLOYER	WITNESS

STEVE TSHWETE LOCAL MUNICIPALITY QUOTATION NO.: Q09.01.19

CLOSING DATE: 2019/01/18 AT 12H00



NETWORK DESIGN AND CONFIGURATION IMPROVEMENT

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for **NETWORK DESIGN AND CONFIGURATION IMPROVEMENT**

Quotation documents and specifications are available on the municipal website(www.stlm.gov.za)

The closing time for receipt of quotations is **12:00hrs** on **2019/01/18.** Telegraphic, telephonic, telex, facsimile, email, unmarked and **late quotations** will under no circumstances be considered and accepted. The quotation box will be emptied just after closing time on the closing date. Hereafter all quotations will be public.

Any technical enquiries relating to the quotation document may be directed to the **VUYO MAY**, ICT Services on 013 249 7011.

Fully completed quotation documents, clearly marked "Quote No. Q09.01.19: NETWORK DESIGN AND CONFIGURATION IMPROVEMENT with "NAME of SUPPLIER" must be placed in a sealed envelope and placed in the quotation box at DEMAND AND ACQUISITIONING MANAGEMENT OFFICES, SCM,CORNER WALTER SISULU AND PROTEA STREET, MIDDELBURG by no later than 12h00 on 2019/01/18. The envelope must be endorsed with number, title and closing date as indicated above.

Bidders will be evaluated on functionality whereby 70 points has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where 80 points will be allocated in respective of price and 20 points in repective of BBBEE.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quote or to accept a part of it. The municipality does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

The following documents have to be attached:

- Original certified copy of valid BBBEE certificate(non compulsory, failure to submit no points will be awarded)
- Valid Tax Clearance certificate & SARS Pin reference pin issued
- Copy of current municipal account(not older than 3 months)
- Copy of company registration certificate (CK)
- Copy of CSD document

B KHENISA MUNICIPAL MANAGER STEVE TSHWETE LOCAL MUNICIPALITY Municipal Civic Building Wanderers Avenue MIDDELBURG, 1050

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Q09.01.19					
	•	BIDDER	WITNESS	EMPLOYER	WITNESS

C2 PRICING SCHEDULE

C2.1 PRICING INSTRUCTIONS

- a) These pricing instructions provide the tenderer with guidelines and requirements with regard to the completion of the pricing schedule. These pricing instructions also describe the criteria and assumptions which will be assumed in the contract to have been taken into account by the tenderer when developing his prices.
- b) The pricing schedule shall be read with all the documents which form part of this contract.
- c) The following words have the meaning hereby assigned to them:

Words/Abbreviation	Meaning
Example: M	Meter

- d) The rates to be inserted in the pricing schedule are to be full inclusive for the work described under the specification. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- e) A rate is to be entered against each item in the Schedule of Fees and Disbursements. An item against which no rate is entered will be accepted as a rate of nil having been entered against such items and covered by the other prices or rates in the schedule.
- f) All rates and sums of money quoted in the pricing schedule shall be in Rands and whole cents. Fractions of a cent shall be discarded.
- g) All travelling costs, accommodation, meals and other incidental costs are to be included in the time based costs.
- h) Provisional amounts shall only be expended on the specific instruction of the Employer.
- i) All prices and rates entered in the pricing schedule must be <u>exclusive</u> of Value Added Tax (VAT).
- j) If registered VAT is should be added at below the schedule. If not VAT registered indicate zero or "-"
- k) 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.
- m) In cases of contract periods longer than 12 months and price adjustments is applicable, it will be based on CPI. If higher inflation is required indicate CPI + and number %.
- n) If the tender required firm (fixed prices) the amount indicated in Colum D will be the tender amount.
- o) If the tender amount is payable at end of contract on delivery of goods and services, Scratch out total per month with N/A or "-"
- p) If the tender amount is based on rates (Column B), the tender will be awarded to the rate and the total contract amount will only be used for evaluation purposes.

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	BIDDER	WITNESS	EMPLOYER	WITNESS

MBD 3.1 BID PRICE

Bid Number: **Q09.01.19**

(Note: Contract amount to be carried over to Form of Offer C1.1.1)

(Departments should amend pricing schedule according to pricing requirements and specifications)

ITEM	TASK/ITEM	QTY	UNIT RATE PER Unit (VAT EXCL)	TOTAL COST (VAT EXCL)
1	TIME BASED COSTS: (EXAMPLE) – FIXED / RATES			
	TIME BASED COSTS - FIXED			
1	Network Design improvement	1	SUM	R
2	Network Configuraion improvement	1	SUM	R
SUB- TOTAL		R		
VAT AT 15%				
тот	TAL AMOUNT CARRIED FOR TO FORM OF OFFER (R	

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

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Q09.01.19					
	•	BIDDER	WITNESS	EMPLOYER	WITNESS

FORM OF OFFER

The employer,	identified in the	acceptance	signature	block,	has solicite	ed offers	to enter	into a	a contra	ct for
the following p	roject:									

Bid / Tender Number	Q09.01.19
Tender Title	NETWORK DESIGN AND CONFIGURATION IMPROVEMENT

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider / consultant under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS THE FOLLOWING:

AMOUNT IN WORDS (INCL. VAT)	AMOUNT IN FIGURES (INCL VAT)
	R
RAND	

**AMOUNT MUST BE IN WORDS AS WELL AS FIGURES

This offer may be accepted by the employer by communicating such acceptance in writing to the tenderer or by signing the acceptance part of this Form of Offer and Acceptance and returning one copy thereof to the tenderer, whereupon the tenderer becomes the party named as the provider / consultant in the conditions of contract identified in the contract data.

Signature Block: Tenderer						
Signature		Date				
Name						
Capacity						
Name of organization						
Address of organization						
Signature of witness		Date				
Name of witness						

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

FORM OF ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the service provider / consultant the amounts due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offers shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1 Agreements and contract data, (which includes this agreement)
- Part C2 Pricing data
- Part C3 Scope of work.
- Service Level of Agreement attached to this document (if any) as amended (if applicable) and signed by the parties.

and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the Service Level Agreement and documents listed in the tender data and any addenda thereto as listed in the tender schedules, will only be valid if reduced to writing and signed by both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Unless otherwise specified elsewhere in this bidding document or any subsequent written agreement entered into between the parties, this agreement comes into effect on the date when the Employer communicates the acceptance and/or conditions of acceptance of the tenderer's offer in writing or signs the acceptance part of the Offer and Acceptance, whichever occurs first.

Signature Block: Employer					
Signature		Date			
Name					
Capacity					
Name of organization	Steve Tshwete Local Municipality				
Address of organization	P.O. Box 14, Middelburg, 1050				
Signature of witness		Date			
Name of witness					

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	BIDDER	WITNESS	EMPLOYER	WITNESS

MBD 2

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

- 1. In order to meet this requirement bidders are required to complete in full form TCC001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The tax clearance certificate requirements are also applicable to foreign bidders / individuals who wish to submit bids. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 2. SARS will then furnish the bidder with a tax clearance certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3. The original tax clearance certificate must be submitted together with the bid. Failure to submit the original and valid tax clearance certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4. In bids where consortia / joint ventures / sub-contractors are involved, each party's must submit a separate Tax Clearance Certificate.
- 5. Applications for the tax clearance certificates 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.
- 6. Exemption to the provision of a tax clearance certificate will be granted provided that:
 - a) The bidder is registered on the vendor database of the municipality and a valid tax clearance certificate was submitted together with the application for registration
 - b) If the closing date of the price quotation or bid falls within the expiry date of the tax clearance certificate that is in the municipality's possession.

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	BIDDER	WITNESS	EMPLOYER	WITNESS

DECLARATION OF INTEREST

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

No.	Information Please provide			
3.1	Full name of bidder or his or her representative			
3.2	Identity number			
3.3	Position occupied in the company (director, trustee, hareholder ²			
3.4	Company registration number			
3.5	Tax reference number			
3.6	VAT registration number			
Note	(The names of all directors / trustees / sharel numbers and state employee numbers must			/
3.7	Are you presently in the service of the state?		Yes	No
	If yes, please furnish particulars:			
3.7.1	Name of director			
3.7.2	Service of state organization			

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	BIDDER	WITNESS	EMPLOYER	WITNESS

3.8	Have you been in the service of the state for the past twelve months?	Yes	No
	If yes, please furnish particulars :		
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	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
	If yes, please furnish particulars :		
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	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
	If yes, please furnish particulars :		
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	Yes	No
	If yes, please furnish particulars :		
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state?		No
	If yes, please furnish particulars:		
3.12.1	Name of director		
3.12.2	Name of relative		

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

3.12.3	Relationship					
3.13	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?					
	If yes, please furnish particulars:					
3.13.1	Name of director					
3.13.2	Related company					
Note:	SCM Regulations:					
	"¹ 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.					

Full Name	Identity Number	State Employee Number

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	BIDDER	WITNESS	EMPLOYER	WITNESS

I, the undersigned certify that the information furnished on this declaration form is correct.						
I accept that the state may act against me should this declaration prove to be false.						
NAME OF REPRESENTATIVE	AUTHORIZE	SIGNATURE ((UNDERSIGNED)			
DATE		CAPACITY				
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BIDDER

WITNESS

EMPLOYER

WITNESS

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 not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 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	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

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	RIDDER	WITNESS	EMPLOYER	WITNESS

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;
- "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

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

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

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

80/20 or

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration
Pmin = Price of lowest acceptable bid

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

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

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	BIDDER	WITNESS	EMPLOYER	WITNESS

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	DECL	ARA	NOITA
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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	NO	

7.1.1 If yes, indicate:

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

(Tick applicable box)

YES NO

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

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BIDDER

WITNES

EMPLOYER

WITNESS

Designated Group: An EME or QSE which is at last 51% owned	EME	QSE
by:	\checkmark	$\sqrt{}$
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		1
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]
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BIDDER

WITNESS

EMPLOYER

WITNESS

Q09.01.19

8.7	Municipa Registere	L INFORMATION lity where business is situate ed Account Number: mber:	
8.8	Total num	ber of years the company/firm h	nas been in business:
8.9	that the po	pints claimed, based on the B-B	uthorised to do so on behalf of the company/firm, certify BE status level of contributor indicated in paragraphs 1.4 ies the company/ firm for the preference(s) shown and I
	i) The in	formation furnished is true and	correct;
	, .	reference points claimed are in raph 1 of this form;	accordance with the General Conditions as indicated in
	1.4 ar		ed as a result of points claimed as shown in paragraphs quired to furnish documentary proof to the satisfaction of ect;
	any of		or has been claimed or obtained on a fraudulent basis or not been fulfilled, the purchaser may, in addition to any
	(a)	disqualify the person from the	bidding process;
	(b)	recover costs, losses or dama person's conduct;	ges it has incurred or suffered as a result of that
	(c)		any damages which it has suffered as a result of e arrangements due to such cancellation;
	(d)	the shareholders and directors by the National Treasury from	contractor, its shareholders and directors, or only s who acted on a fraudulent basis, be restricted obtaining business from any organ of state for a s, after the audi alteram partem (hear the other and
	(e)	forward the matter for criminal	
WITN	IESSES		
1			SIGNATURE(S) OF BIDDERS(S)
2			DATE: ADDRESS
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	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 8

DECLARATION OF BIDDERS 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:
 - 3.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2 been convicted for fraud or corruption during the past five years;
 - 3.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4 been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004).
- 4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?	Yes	No
	(Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).		
	The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page		
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)?	Yes	No
	The Register for Tender Defaulters can be accessed on the National Treasury's website www.treasury.gov.za by clicking on its link at the bottom of the home page.		
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	Yes	No

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	BIDDER	WITNESS	EMPLOYER	WITNESS

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

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CERTIFICATION

I, the undersigned 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.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

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BIDDER WITNESS

EMPLOYER

WITNESS

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This municipal bidding document (MBD) must form part of all bids¹ invited.
- 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.
- 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:
- 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. 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
 - 3.3. 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.
- 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.
- 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.

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	BIDDER	WITNESS	EMPLOYER	WITNESS

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

ER: Q09.01	, in submitting the accompanying bid: .19 : Network design and configuration improvement
ponse to the	invitation for the bid made by:
	NAME OF MUNICIPALITY / MUNICIPAL ENTITY
	NAME OF MUNICIPALITY / MUNICIPAL ENTITY
ereby make th	ne following statements that I certify to be true and complete in every respect:
ify, on behalf	of:

that:

- 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.

NAME OF REPRESENTATIVE

- 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.

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

- 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:
 - 7.1 Prices;
 - 7.2 Geographical area where product or service will be rendered (market allocation);
 - 7.3 Methods, factors or formulas used to calculate prices;
 - 7.4 The intention or decision to submit or not to submit a bid:
 - 7.5 The submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6 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.
- 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.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

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CLARIFICATION MEETING ATTENDANCE CERTIFICATE

This is to certify	that, I						
representing							
in the company	of						
attended the cla	rification meeting o	n					
I have made myself familiar with all conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the clarification meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.							
				\			
NAME OF REPRESENTATIVE			SIGNATURE			DATE	
NAME OF MUN	ICIPAL REPRESENT	ATIVE		SIGNATURE		DATE	
			Page 24	of 50			
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Q03.01.13		BIDE	DER	WITNESS	EMPLOYER	WITNESS	

MBD 8 **COMPULSORY ENTERPRISE QUESTIONNAIRE** The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted. Section 1: Name of enterprise Section 2: VAT registration number, if any Section 3: Particulars of sole proprietors and partners in partnerships No Name* **Identity Number*** Personal Income Tax Number* 3.1 3.2 3.3 * Complete only if sole proprietor or partnership and attach separate page if more than 3 partners Section 4: Particulars of companies and close corporations 4.1 Company Registration number 4.2 Close corporation number 4.3 Tax reference number Section 5: Record in the service of the state Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

A member of any municipal council	An employee of any provincial department, national or provincial public entry or constitutional institution within the meaning of the Public finance Management Act, 1999 (Act 1 of 1999)	
A member of any provincial legislation	A member of an accounting authority of any national or provincial public entity	
A member of the National Assembly or the National Council of Province	An employee of Parliament or a provincial legislature	
A member of the board of directors of any municipal entity	An official of any municipality or municipal entity	

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	BIDDER	WITNESS	EMPLOYER	WITNESS

		me of institution, public office, board	Status of status	opriate		
principal shareholder or stakeholder		or organ of state and position held	Current	Within last 12 months		
•	Section 6: Records of spouses, children and parents in the service of the state					
a partnership or director, manager, prin	ncipal s	oss, if any spouses, child or parent of a s hareholder or stakeholder in a company been in the service of any of the following	or close corp			
A member of any municipal council		An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management act, 1999 (act 1 of 1999)				
A member of any provincial legislature		A member of an accounting authority of any national or provincial public entity				
A member of the National Assembly or the National Council of Province.		An employee of Parliament or a province	ial legislature			
A member of the board of directors of any municipal entity		An official of any municipality or municipality	oal entity			
Name of spouse, child or parent		me of institution, public office, board	Status of s (tick appro colum	opriate		
Name of Spouse, Child of parent		or organ of state and position held	Current	Within last 12 months		

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The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of frauds or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Note: insert separate page if necessary

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
CAPACITY	DATE

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CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 45(1)(d) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.

The purpose of this schedule is to obtain proof that municipal services, rates and taxes of the service provider are not in arrears for more than three months, with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business.

Each bidder must complete the below checklist. Important: if you fail to complete this form, the bid will be non-responsive. (Please tick with X where appropriate):

		YES	NO				
1.	Is your municipal rates and tax more than three months)?						
2.	If yes, provide the following de						
2.1	 Municipality name 						
2.2	 Municipal account number 	er					
3.			form of the original or certified copy of the account not older than 3 months				
4.	Does the bidder lease* / rent t						
5	If yes, provide the following details:						
5.1	 Landlord name 						
5.2	 Address property is situated 	ted					
5.3	 Contact number of landlo 	ord					
6.	Please attach the copy of the the tenant / lessee as proof	lease a	greement signed by the landlord / lessor and				
I, (Inse	ert full name)						
of (ins	ert physical address)						
being	a Director, Principal Shareholde	er, own	er of company (Insert company name)				
Hereb	Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge						
SIGNA	ATURE						

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	BIDDER	WITNESS	EMPLOYER	WITNESS

NOTICE OF SUPPLY CHAIN MANAGEMENT

APPLICATION FOR REGISTRATION ON CENTRAL SUPPLIER DATABASE

Par 14(1)(a) of the municipal supply chain management policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements.

The purpose of this notice is to obtain proof that the service provider is registered on the Central Supplier Database. **Registration is COMPULSORY in order to conduct business with Steve Tshwete Local Municipality**. The database will be used to verify the accreditation of a supplier before an award can be made.

Each bidder must complete the below checklist (please tick with an X where appropriate)

QUE	STIONS	YES	NO			
1.	Is your company registered on the Central Supplier Database?					
2.	If yes, provide the following of	details:				
2.1	CSD registration number		MAAA			
2.2	■ Unique CSD number					
3.	Enquiries related to par. 2. (013) 2497309 / 2497164	.1 and 2.	2 can be made to Ms. Martha Makoala and	Thembi Jiy	yane at	
4.	If no, please register on Cer document	ntral Supp	olier Database ,website, www.csd.gov.za, before	e submitting	tender	
I, (ins	sert full name)					
of (in	sert physical address)					
being	g a Director, Principal Sharehold	der, owne	r of company (insert company name)			
herel	by confirms that, the information	n submitte	ed in this form is accurate, to the best of my know	vledge		
SIGN	SIGNATURE					
5.	VERIFICATION BY STEVE	TSHWET	E LOCAL MUNICIPALITY OFFICIAL			
I, (ins	I, (insert full name)					
in the	in the capacity as					
	hereby confirms that the information submitted by the service provider was verified with the Central Supplier Database and found as correct to be the best of my knowledge					
SIGN	SIGNATURE					

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	BIDDER	WITNESS	EMPLOYER	WITNESS

EVALUATION SCHEDULE: TENDERER'S EXPERIENCE

The experience of the tenderer in similar projects or nature or similar areas and conditions in relation to the scope of work will be evaluated here.

Briefly describe company or individual experience in regard to the above scope of work and attach this to this schedule.

NB: Proof of previous work history must be attached for e.g. purchase order, appointment or reference letter etc.

A summary of the relevant work experience in line with the scope of work should be indicated in the table below: (Any additional information regarding previous work experience can be attached to this schedule).

Employer, contact person and telephone number, where available	Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed

The scoring of the tenderer's experience will be as follows:

Non-responsive (score 0)	Tenderer has no experience or no information has been provided
Poor (max score 5)	Tenderer has done or was involved in one project
Satisfactory (max score 10)	Tenderer has done or was involved in two projects
Good (max score 15)	Tenderer has done or was involved in three or projects

NB: Only bidders who score a minimum of 70 points will be further evaluated on price and BBBEE.

I the undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY

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BIDDER WITNESS EMPLOYER WITNESS

PROPOSED ORGANIZATION, STAFFING & KEY STAFF EXPERIENCE

The tenderer should indicate the company high level organizational structure and composition of their team responsible for this project. The key staff members involved with their main disciplines and or roles of responsibilities (job descriptions) must be attached to this page as well as the proposed technical and support staff allocated to work on the project to successfully implement this project.

Experience of the key staff (assigned personnel) in relation to the scope of work will be evaluated from two different points of view:

- General experience (total duration of professional activity), level of education and training and positions held of each key staff member / expert member.
- b) The education, training and experience of the key staff members / experts, in the specific sector, field, subject, etc. which is directly linked to the scope of work.

In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared. The organization, staffing and key staff should be based on the implementation of one area as per project scope.

Cisco Certified Network Associate (CCNA),
Cisco Certified Design Professional
Cisco Certified Internetwork Expert (CCIE) – R&S

All the certificates must be valid. Expired certificates will not be considered.

The scoring of the proposed organization and staffing will be as follows:

	CCNA – Security	(5 points)
MAX Score aloocated (85)	CCDP	(20 points)
	Cisco Certified Internetwork Expert (CCIE) – R&S	(60 points)

NB: Only bidders who score a minimum of 70 points will be further evaluated on price and BBBEE.

	thorized to do so on behalf of the enterprise, confirms that knowledge and are to the best of my belief both true and
SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY

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	BIDDER	WITNESS	EMPLOYER	WITNESS

CAPACITY TO EXECUTE & IMPLEMENT THE TENDER (PHYSICAL RESOURCES) EVALUATION

The tenderer needs to indicate the lists of equipment that they presently own or lease or will acquire or hire to successfully implement this contract if the tender. The physical resources should include a list of the main requirements as wells the back-up equipment.

Proof of ownership or lease, or quotation to acquire physical resources for main and back-up equipment must be attached to the document. Failure to attach may result in no point's allocation. All physical resources indicated in the below schedule or attached must be roadworthy.

A minimum of 4 TON truck will be required to render the service. The truck must be modified that waste is safely secured during haulage. The tenderer must ensure access to a back-up lorry with similar features in case of breakdown of when one goes for service.

The vehicles specified below must solely be committed to the operations of the garden waste and street cleaning project, with the exclusion of weekends, provided the schedule will be completed by Friday. Replacing equipment/vehicles will only be allowed with the prior authorization of the municipality to ensure the capacity and reliability is the same as committed in the tender on which the award was based. (A new 5 day schedule will be implemented).

Evaluation points will be awarded in accordance with physical resources capacity, age and ownership status.

List of main physical resources and equipment to be used on project:

Quantity	Description, size, capacity, manufacturing, etc.	Year / Age of equipment	Registration Number	Owned/ Hired/ Acquired/ Company	Roadworthy/ Condition
Example:					
1	4 ton truck, Isuzu	2005, 5 years	Xxx123mp	Owned	Yes, good with service record
2	3m trailer	2000, 10 years	Xxx123mp	Leased from JFL equipment for period of tender.	Yes, Fair

NB: Proof of ownership or lease, or quotation to acquire physical resources for main physical resources, (vehicle & equipment) must be attached to the document.

NB: Only bidders who score a minimum of 70 points will be further evaluated on price and BBBEE

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	BIDDER	WITNESS	EMPLOYER	WITNESS

Poor (max score 05) There is inadequate information submitted regarding availability of equipment. The contractor will not be in a position to meet the requirements of the contract with the available equipment / supplied equipment does not meet the minimum requirements prescribed above. Vehicles and equipment age are more than 10 years. Tenderer have no access or limited access to backup equipment. Most of the physical resources are hired with no ownership. The equipment provided meets the required criteria and is adequate to meet the requirements of the contract age of vehicles and equipment is less than 10 years. Tenderer indicate access to backup equipment to be leased, hired. Contractor proof sufficient access to equipment to be leased or hired. Besides meeting the "satisfactory" rating, the tenderer is in the position to provide more equipment than is required by the contract. Age of vehicles and equipment is between 5 to 7 years. The tender have owned equipment which can be used as backups. The contractor has a good mix of equipment to be either leased or owned. Besides meeting the "good" rating, the tenderer is in a position to provide additional and advanced equipment which will enhance the execution of the contract. Age of vehicle and equipment is less than 5 years. The tenderer has advanced owned physical resources (vehicles and backup equipment.) more than	Non-responsive (score 0)	No information has been provided
requirements of the contract age of vehicles and equipment is less than 10 years. Tenderer indicate access to backup equipment to be leased, hired. Contractor proof sufficient access to equipment to be leased or hired. Besides meeting the "satisfactory" rating, the tenderer is in the position to provide more equipment than is required by the contract. Age of vehicles and equipment is between 5 to 7 years. The tender have owned equipment which can be used as backups. The contractor has a good mix of equipment to be either leased or owned. Besides meeting the "good" rating, the tenderer is in a position to provide additional and advanced equipment which will enhance the execution of the contract. Age of vehicle and equipment is less than 5 years. The tenderer has advanced owned physical resources (vehicles and backup equipment.) more than	Poor (max score 05)	contractor will not be in a position to meet the requirements of the contract with the available equipment / supplied equipment does not meet the minimum requirements prescribed above. Vehicles and equipment age are more than 10 years. Tenderer have no access or limited access to backup equipment. Most of
more equipment than is required by the contract. Age of vehicles and equipment is between 5 to 7 years. The tender have owned equipment which can be used as backups. The contractor has a good mix of equipment to be either leased or owned. Besides meeting the "good" rating, the tenderer is in a position to provide additional and advanced equipment which will enhance the execution of the contract. Age of vehicle and equipment is less than 5 years. The tenderer has advanced owned physical resources (vehicles and backup equipment.) more than	Satisfactory (max score 15)	requirements of the contract age of vehicles and equipment is less than 10 years. Tenderer indicate access to backup equipment to be leased, hired. Contractor
Very good (max score 30) additional and advanced equipment which will enhance the execution of the contract. Age of vehicle and equipment is less than 5 years. The tenderer has advanced owned physical resources (vehicles and backup equipment.) more than	Good (max score 20)	more equipment than is required by the contract. Age of vehicles and equipment is between 5 to 7 years. The tender have owned equipment which can be used as backups. The contractor has a good mix of equipment to be either leased or
one. All resources are owned.	Very good (max score 30)	additional and advanced equipment which will enhance the execution of the contract. Age of vehicle and equipment is less than 5 years. The tenderer has

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Q09.01.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

IMPLEMENTATION PLAN & METHODOLOGY TO IMPLEMENT THE PROJECT

NB: Only bidders who score a minimum of 60 points will be further evaluated on price and BBBEE.

The tenderer should describe briefly the process and methodology which will be followed to implement the project with key time frames. The main disciplines and roles of responsibilities must be highlighted and indicate the technical support that will be provided on the project etc. The information must be attached to the tender document.

Non-responsive (score 0)	No information has been provided
Poor (max score 05)	The implementation plan is sketchy, the key deadlines weak in relation to the project, and inconsistent with the timing of the most important deliverables. There is no clarity in allocation of tasks and responsibilities and lack of experience.
Satisfactory (max score 15)	The implementation plan is complete, the technical level and composition of the plan are adequate and consistent with both timing and deliverables.
Good (max score 20)	The implementation plan is complete, well balanced i.e. they show good deliverables clear duties and responsibilities, and sufficient technical support relevant to the project. The project will be executed on time and the methodology indicates good experience to implement the project.
Very good (max score 30)	Besides meeting the "good" rating, the proposed implementation plan is well integrated and several technical support and experience exist relevant to the scope of work. The timeframes and deliverables are clear and achievable.

athorized to do so on behalf of the enterprise, confirms that knowledge and are to the best of my belief both true and
AUTHORIZED SIGNATURE (UNDERSIGNED)
NAME AND CAPACITY

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Q09.01.19				
	BIDDER	WITNESS	EMPLOYER	WITNESS

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN BY BOTH THE SERVICE PROVIDER (PART 1) AND THE EMPLOYER / MUNICIPALITY (PART 2) AND SIGNED IN THE DUPLICATE.

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

- I hereby undertake to render the services as described in the attached bidding documents to Steve Tshwete Local Municipality in accordance with the requirements and task directives / proposals specifications stipulated in bid number Q09.01.19 at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Employer / Municipality during the validity period indicated and calculated from the closing date of the bid.
- 1. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - Service Level Agreement
 - 1.2 General Conditions of Contract;
 - 1.3 Other (specify)
- 2. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 3. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
- 4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 5. I confirm that I am duly authorized to sign this contract.

SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY
WITNESSES: (SIGNATURE)	DATE
1.	
2.	

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Q09.01.19				
	BIDDER	WITNESS	EMPLOYER	WITNESS

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PAR	T 2 (TO BE FILLED IN	BY THE EMPLOYER					
	I					in my capacity	
	as					accept your bid under	
	reference number					dated	
	for the rendering of s	services hereunder and	d/or fu	urther specif	ied in the	annexures	S.
1.	An official order indica	ating service delivery i	nstruc	ctions is forth	ncoming.		
2.	I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice, subject to the National Treasury's Central Supplier Database reflecting your tax status as compliant.						
	DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE		LEVE	MINIMUM THRESHOLD F LOCAL EVEL OF ITRIBUTION CONTENT (IF APPLICABI	
4.	I confirm that I am du	ly authorized to sign th	is cor	ntract.			
	SIG	NED AT		AUTHORI	ZED SIG	NATURE	(UNDERSIGNED)
	1	NAME AND CAPACITY					
	WITNESSES		OFFI	CIAL STA	MP		
	1.						
	2.						
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	BIDDER	WITNESS	EMPLOYER	WITNESS

C1.2 CONTRACT DATA

PART 1 - DATA PROVIDED BY THE EMPLOYER

The employer is the Steve Tshwete Local Municipality.				
The authorized and design	The authorized and designated representative of the employer is:			
Name:	VUYO MAY, ICT SERVICEST			
The address for receipt of communications is:	Steve Tshwete Local Municipality Civic Centre P.O. Box 14 Middelburg 1050			
Telephone:	013 249 7011			
Facsimile:	-			
Email:	vuyom@stlm.gov.za			
The project is:	NETWORK DESIGN AND CONFIGURATION IMPROVEMENT			

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Q09.01.19				
	BIDDER	WITNESS	EMPLOYER	WITNESS

Name	
Address	
Telephone:	
Facsimile:	
The authorized and designat	ed representative of the service provider is
Name	
The address for receipt of communications is	
Telephone	
Facsimile	
Email	

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C3 SCOPE OF WORKS / SPECIFICATIONS

1. Introduction

Steve Tshwete Local Municipality (STLM) is situated in Mpumalanga Province within Nkangala District Municipality with its head office (Civic Center) based in Middelburg. Known as MP313 at demarcation board, the primary objective of the municipality is to render world-class services to its community. The municipality has systems that both generate income and support business function to ensure its primary objectives are achieved consistently.

The Business Structure

The Information Technology Services is a department under the Corporate Services directorate and its responsibility is:

To ensure Confidentiality, Integrity and Availability of all systems and information stored and transmitted within STLM.

Support business objectives by ensuring there are adequate resources, systems and innovative solution Ensure that ICT infrastructure is available, secure and reliable at all times

Customer Services and sites

Abiding by Batho Pele principles, STLM has offices, libraries, pay points, and Pay sites that provides services to the community throughout the MP313 area. The closest site is with 2km radius and the furthest within 65 km radius. ICT is responsible for ensuring there is constant connectivity, availability of systems and minimum downtime to all these sites.

ICT services are centralised at Civic centre and all other sites access services at Civic Centre. The distance between sites and Head office are:

Hendrina	57
Komati	40
Mhluzi	12
Nasareth	15
Kwazakomuhle	57
Pullenshope	40
Rietkuil	65
Doornkop	22

Other sites are at an average of 8 km radius from Civic Centre.

2. Technology, Topology and Infrastructure Overview

The following technologies deployed STLM: VMWare, Veeam, Microsoft, and Cisco, HP and other proprietary systems

Hardware

Core Layer

Two (2) Cisco 6509E functioning at the core. Both run the following software: IOS Cisco IOS Software, s72033_rp Software (s72033_rp-ADVENTERPRISEK9-VM), Version 12.2(33)SXH5. ROM: System Bootstrap, Version 12.2(17r)SX5

SWITCH1

Mod Ports Card Type		Model
1 8 (CEF720 8 port 10GE with DFC	WS-X6708-10GE
3 6 F	CEF720 24 port 1000mb SFP Firewall Module Supervisor Engine 720 (Active)	WS-X6724-SFP WS-SVC-FWM-1 WS-SUP720-3BXL
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6	2 Supervisor Engine 720 (Other)	WS-SUP720-3BXL
	8 CEF720 8 port 10GE with DFC	WS-X6708-10GE

Distribution layer

Two (2) Cisco 6509E in virtual mode function at the distribution layer. Current Software: IOS Cisco IOS Software, s72033_rp Software (s72033_rp-ADVENTERPRISEK9-VM), Version 12.2(33) SXH5. ROM: System Bootstrap, Version 12.2(17r) SX5

Modules

Mod Ports Card Type	Model
1 8 CEF720 8 port 10GE with DFC	WS-X6708-10GE
2 8 CEF720 8 port 10GE with DFC	WS-X6708-10GE
3 24 CEF720 24 port 1000mb SFP	WS-X6724-SFP
5 5 Supervisor Engine 720 10GE (Active)	VS-S720-10G
6 5 Supervisor Engine 720 10GE (Other)	VS-S720-10G

Access Layer

On the access layer there are various kinds of switches mostly layer three switches.

Por	ts Model	SW Version	SW Image
30	WS-C3750E-24PD	12.2(53)SE	C3750E-UNIVERSAL-M
54	WS-C3750E-48PD	12.2(50)SE2	C3750E-UNIVERSALK9-M
26	WS-C3750-24P	12.2(55)SE4	C3750-IPBASEK9-M
26	WS-C3750V2-24PS	12.2(50)SE1	C3750-IPBASEK9-M
26	WS-C3750-24P	12.2(50)SE5	C3750-IPBASEK9-M
28	WS-C3560G-24TS	12.2(50)SE5	C3560-IPBASE-M
26	WS-C3560V2-24PS	12.2(50)SE5	C3560-IPSERVICESK9-M
28	WS-C3560G-24PS	12.2(55)SE7	C3560-IPSERVICESK9-M
28	WS-C3560G-24PS	12.2(35)SE5	C3560-IPSERVICES-M
12	WS-C3560CX-8PC-S	15.2(3)E1	C3560CX-UNIVERSALK9-M
30	WS-C3560X-24P	12.2(55)SE1	C3560E-UNIVERSALK9-M
28	WS-C3560G-24PS	12.2(58)SE2	C3560-IPSERVICESK9-M

Server Farm

There are two Cisco Catalyst 4900M switches functioning as server farms
Cisco IOS Software, Catalyst 4500 L3 Switch Software (cat4500e-ENTSERVICESK9-M), Version 15.1(2)SG8, RELEASE SOFTWARE (fc2) ROM: 12.2(44r)SG10

Firewall

There are two Cisco ASA 5580 Firewalls one in production and one not This platform has an ASA5580-20 VPN Premium license.

There are also two ASA 5520 with SSM-10 Module

ACL

CISCO 1121 Secure Access Control System. Not in production

IPS

There are two Cisco IPS 4260 Series (Intrusion Prevention Sensor). They are not in production

Topology and Network Design

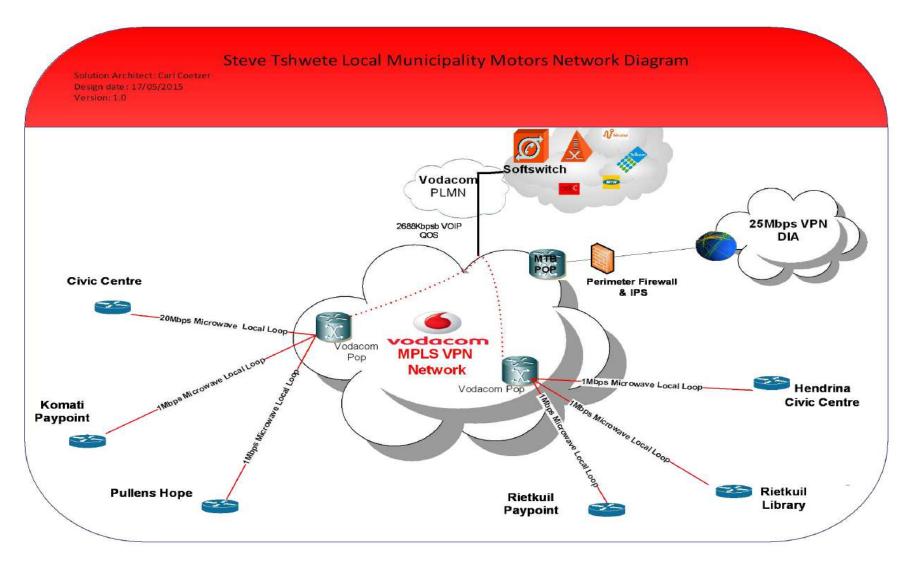
Network Address Scheme

There is a mixture of Public and Private Internet Protocols address ranges used throughout STLM infrastructure. The ranges include 129.*, 10.*, 172.* 192.*, 196

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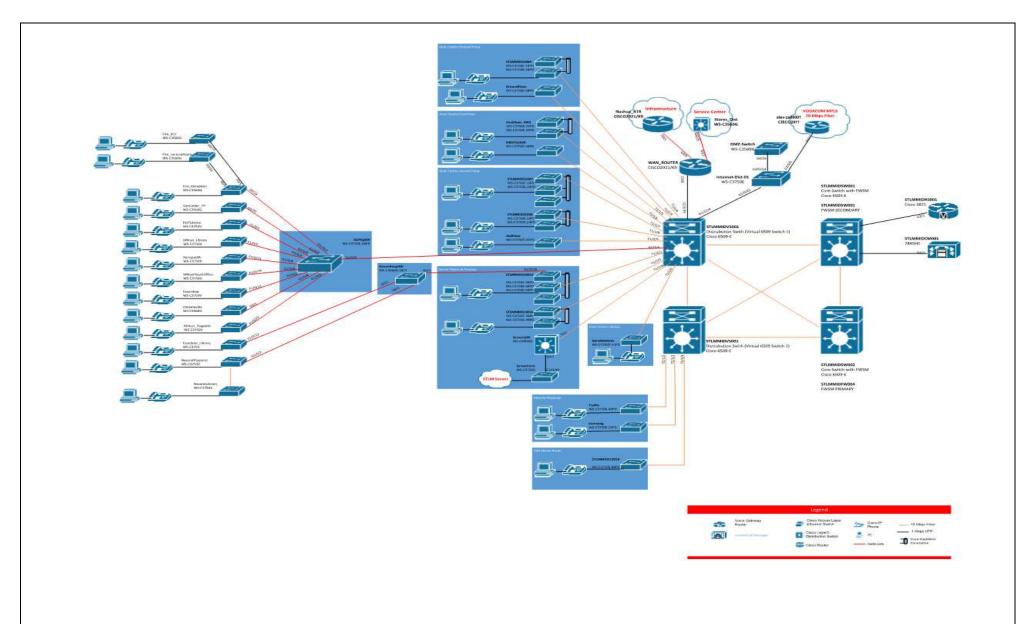
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Network Diagrams



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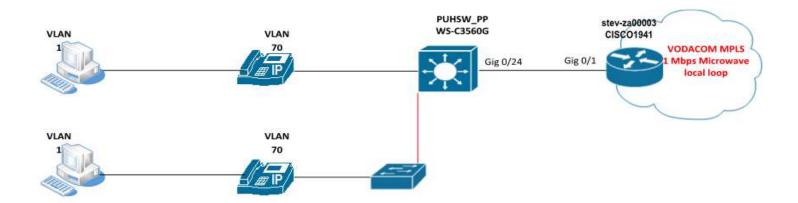
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	BIDDER	WITNESS	EMPLOYER	WITNESS

Pulenshope Network Diagram

Access Switches VLAN's

DATA Vlan: VLAN1 129.4.0.0/16 Voice Vlan: VLAN70 10.70.1.0/24





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	DIDDED	14/1711500	ELABLO VED	14/1711500

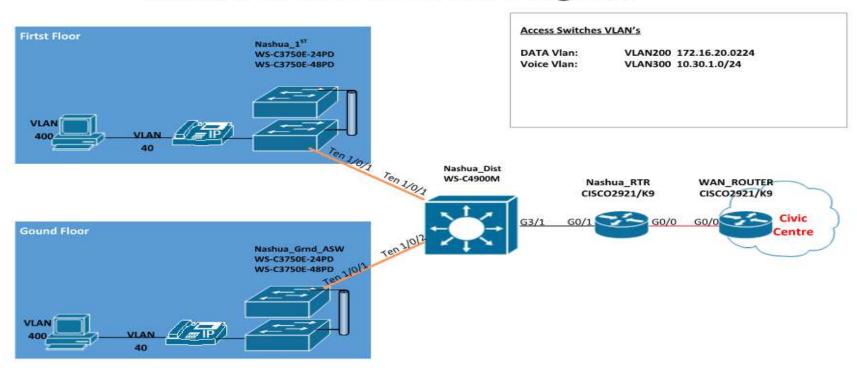
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Infrastructure Network Diagram

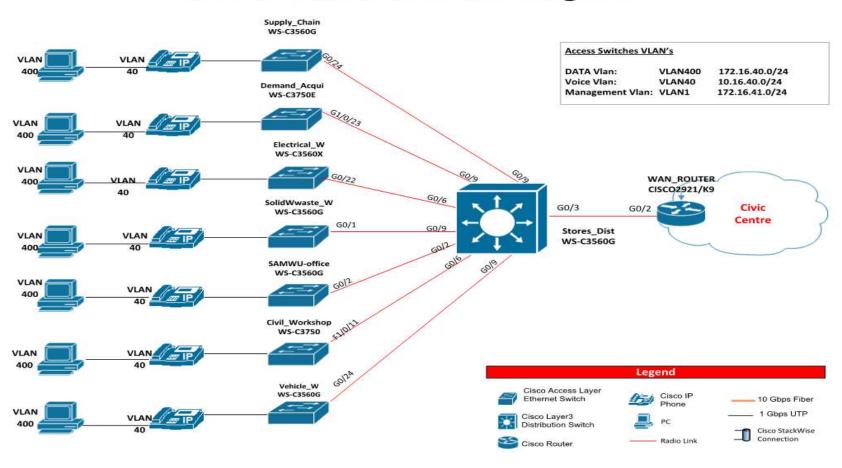




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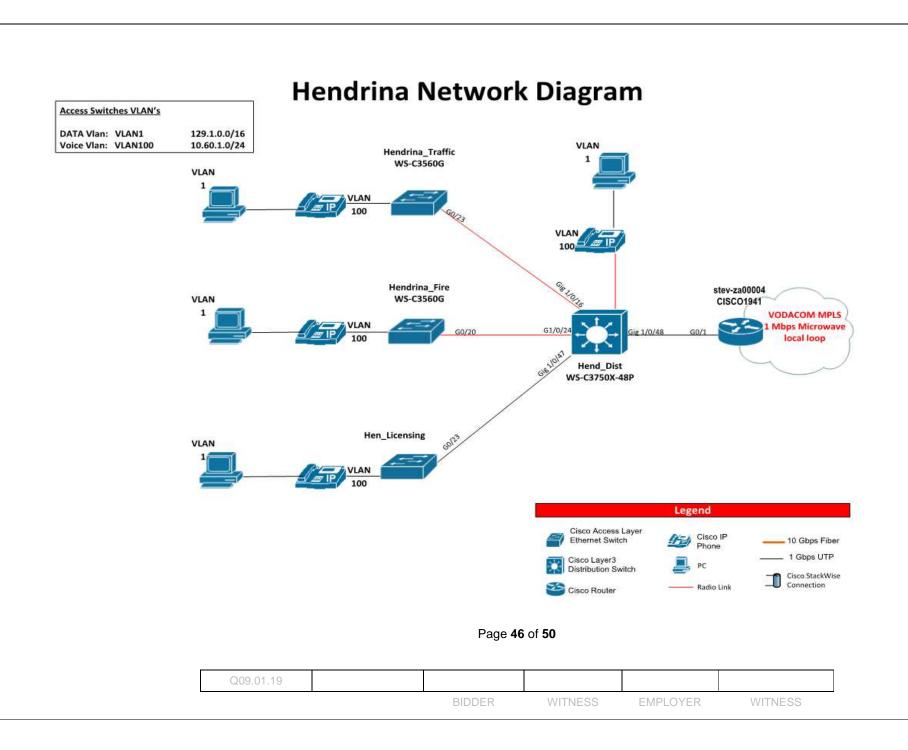
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	DIDDED	MUTNIFOO	EMBLOVED	VAVITALECC

Service Center Network Diagram



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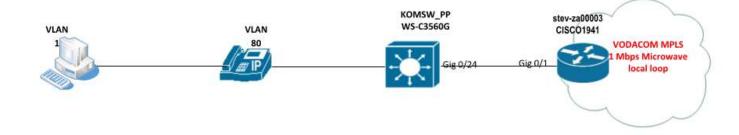
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	DIDDED	MUTALEGO	EMBLOVED	MUTNIFOO



Komati Network Diagram

Access Switches VLAN's

DATA Vlan: VLAN1 129.8.0.0/16 Voice Vlan: VLAN80 10.80.1.0/24





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	DIDDED	WITNESS	EMBLOVED	WITNESS

3. Problem Statement

STLM has invested in great technology and good governance. However, with all the equipment procured STLM end-users are not getting the expected / envisioned return on their investment.

Hardware

There are systems (ACS, IPS, and Failover Firewall, to name a few) not commissioned that can add value to the current infrastructure. The installed systems are not used to their full capacity. Most hardware is not updated / upgraded. We are not using all that is available to us effectively and efficiently.

Design

STLMs infrastructure is capable of running an 80GBps backbone. This can support new and existing application, social media, Video Conferencing, fast access to systems and data. Due to poor design and configuration. STLM uses static IPs with no DHCP server. There is no centralise Network Time server. Remote sites connect directly to the HQ distribution layer bypassing the FW. Servers are on the access layer. STLM provides free unrestricted internet access to the community while there is no network segmentation to isolate guest computers. STP issues exists. No VPN for stlm end-users and service providers. No QoS for Voice traffic. No corporate WiFI and guest WiFi segregation. No centralised access to network devices. There is no test environment or LAB

IP Address scheme

STLM uses a mixture of Private and Public IP address on the LAN. This resulted in restricted internet acess. STLM also uses a flat network on vlan 1 with a subnet musk of 255.255.0.0. This results in huge latency and reduces LAN performance.

4. Project Objectives

Steve Tshwete Local Municipality seeks of appoint a suitable service provider to resolve the challenges listed above and provide solutions and best practises to design and implement a scalable and flexible network infrastructure. The successful provider is required to identify and resolve any other challenges not identified in this document.

Hardware

There service provider will be required to:

Update firmware, software, operating system of the current hardware at STLM to the latest working version. Configure and commission systems like ASA, ACS, IPS and all

Design

There service provider will be required to:

Design and implement a scalable, fast and secure network

Ensure all systems are efficiently used

Ensure all routing and switching are configured correctly

VPN (Remote and Site to Site)

ACS

Test Environment

Server Farm (Virtualization)

DMZ

WLAN

Network Segregation (Private and Public use)

SNMP

SYSLOG

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QoS Camera Server Farm DHCP Internet Security

IP Address scheme:

Service provider will be required to implement new IP address scheme what will include Server Farm WLAN Security (DMZ, NAT, ect) Management Loopback ILO

The services provider must advise on any other findings and provide solutions. The project icompletion is estimated at 14 days.

The following requirements apply to all prospective service providers:

- 1. Must be registered on the Central Database.
- 2. Price(s) quoted must be valid for at least ninety (90) days after the closing date of the proposal.
- 3. Council is not bound to accept the lowest or any quotation and can further decide not to appoint.
- 4. Original certified copy of valid BBBEE certificate(non compulsory, failure to submit no points will be awarded)
- 5. Valid Tax Clearance certificate & SARS Pin reference pin issued
- 6. Copy of current municipal account(not older than 3 months)
- 7. Copy of company registration certificate (CK)
- 8. Copy of CSD document

VALIDITY PERIOD

The quotation shall be valid for 90 days from date of opening the quote.

ESTIMATE TIMEFRAMES

No.	Activity	Estimate Date
1.	Advertisement and invitation	
2.	Closing Date for submission of quotations	
3.	Evaluation process.	
4.	Signing of final award	

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C.4. Supporting documents for quotation:

Service providers are requested to file all relevant supporting documents according to this list.

Annexure	Description	<u>Applicable</u>
		Yes / No
Α	Tax Clearance Certificate & SARS reference pin	Yes
В	Original certified copy of BBBEE Certificate	Yes
С	Central Supplier Database report	Yes
D	Copy of Municipal Water & Lights Account or Lease agreement	Yes
E	Original certified copy of CIDB Grading certificate	No
F	Accreditation certificate for :	No
G	Company registration certificate (CK 1)	Yes
Н	Functionality report: Tenderer's experience	No
I	Functionality report: Proposed organization, staffing and key staff	No
	experience evaluation	
J	Functionality report: Capacity to execute & implement the tender (physical	No
	resources) evaluation	
K	Functionality report: Tenderer's implementation plan for the project	No
L	JV Agreement (If applicable)	Yes / No
M	Sub Contractor's information and documents (If applicable)	No

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are not included in this document and may be downloaded from the following website – www.treasury.gov.za/legislation.

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