



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	TIME	12H00
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NAME OF COMPANY	
TOTAL AMOUNT (MBD 3.1)	
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
CONTACT PERSON	
TELEPHONE NUMBER	
FAX NUMBER	

ENQUIRIES REGARDING QUOTATION PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE: CORPORATE SERVICES ICT SERVICES SECTION	
KENNETH MAHLANGU		VUYO MAY	
DEMAND AND ACQUISITION MANAGER		INFRASTRUCTURE AND DESKTOP MANAGER	
TEL. NUMBER	013 249 7702	TEL. NUMBER	013 249 7011
QUOTATION ISSUED BY			
KENNETH MAHLANGU		LEGAL & ADMINISTRATION DEPARTMENT	
DEMAND AND ACQUISITION MANAGER	TEL. NUMBER	013 249 7702	
STEVE TSHWETE LOCAL MUNICIPALITY	P.O. BOX 14, MIDDELBURG, 1050		

QUOTATION DETAILS

QUOTATION NUMBER	Q09.01.19					
TENDER TITLE	NETWORK DESIGN AND CONFIGURATION IMPROVEMENT					
CLOSING DATE	2019/01/18		CLOSING TIME		12H00	
SITE MEETING	DATE	N/A	TIME	N/A	COMPULSORY	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

Q09.01.19					
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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 **exclusive 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.
- l) 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.

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%				
TOTAL AMOUNT CARRIED FORWARD TO FORM OF OFFER (C1.1.1)			R	

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

Q09.01.19					
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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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3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
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? If yes, please furnish particulars :	Yes	No
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? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i> If yes, please furnish particulars :	Yes	No
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? If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		

5. 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	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

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

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

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

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

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? (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	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website www.treasury.gov.za by clicking on its link at the bottom of the home page.	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during	Yes	No

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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:		

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

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:
 - 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.
- 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.

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

TENDER: Q09.01.19 : Network design and configuration improvement

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:

NAME OF REPRESENTATIVE

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.
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.

Q09.01.19					
	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.
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.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

CLARIFICATION MEETING ATTENDANCE CERTIFICATE

This is to certify that, I	
representing	
in the company of	
attended the clarification meeting on	
<p>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.</p>	

NAME OF REPRESENTATIVE	SIGNATURE	DATE

NAME OF MUNICIPAL REPRESENTATIVE	SIGNATURE	DATE

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	<input type="checkbox"/>	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)	<input type="checkbox"/>
A member of any provincial legislation	<input type="checkbox"/>	A member of an accounting authority of any national or provincial public entity	<input type="checkbox"/>
A member of the National Assembly or the National Council of Province	<input type="checkbox"/>	An employee of Parliament or a provincial legislature	<input type="checkbox"/>
A member of the board of directors of any municipal entity	<input type="checkbox"/>	An official of any municipality or municipal entity	<input type="checkbox"/>

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

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):

QUESTIONS		YES	NO
1.	Is your municipal rates and taxes account up to date / current (not in arrears for more than three months)?		
2.	If yes, provide the following details:		
2.1	▪ Municipality name		
2.2	▪ Municipal account number		
3.	If yes, please attached proof in the form of the original or certified copy of the bidder's municipal rates and taxes account not older than 3 months		
4.	Does the bidder lease* / rent the property where the business is situated?		
5.	If yes, provide the following details:		
5.1	▪ Landlord name		
5.2	▪ Address property is situated		
5.3	▪ Contact number of landlord		
6.	Please attach the copy of the lease agreement signed by the landlord / lessor and the tenant / lessee as proof		
I, (Insert full name)			
of (insert physical address)			
being a Director, Principal Shareholder, owner of company (Insert company name)			
Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
SIGNATURE			

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)

	QUESTIONS	YES	NO					
1.	Is your company registered on the Central Supplier Database?							
2.	If yes, provide the following details:							
2.1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">▪ CSD registration number</td> <td>MAAA</td> </tr> <tr> <td>2.2</td> <td>▪ Unique CSD number</td> <td></td> </tr> </table>	▪ CSD registration number	MAAA	2.2	▪ Unique CSD number			
▪ CSD registration number	MAAA							
2.2	▪ Unique CSD number							
3.	Enquiries related to par. 2.1 and 2.2 can be made to Ms. Martha Makoala and Thembi Jiyane at (013) 2497309 / 2497164							
4.	If no, please register on Central Supplier Database ,website, www.csd.gov.za , before submitting tender document							
I, (insert full name)								
of (insert physical address)								
being a Director, Principal Shareholder, owner of company (insert company name)								
hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge								
SIGNATURE								
5.	VERIFICATION BY STEVE TSHWETE LOCAL MUNICIPALITY OFFICIAL							
I, (insert full name)								
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								
SIGNATURE								

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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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:

- a) 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 (CCDP)
 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:

MAX Score allocated (85)	CCNA – Security	(5 points)
	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 BBEE.

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

Non-responsive (score 0)	No information has been provided
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.
Satisfactory (max score 15)	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.
Good (max score 20)	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.
Very good (max score 30)	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 one. All resources are owned.

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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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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BIDDER	WITNESS	EMPLOYER	WITNESS		

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE EMPLOYER / MUNICIPALITY)

I _____ in my capacity
 as _____ accept your bid under
 reference number _____ dated _____
 for the rendering of services hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.
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	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION & CONTENT (IF APPLICABLE)

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

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

C1.2 CONTRACT DATA

PART 1 - DATA PROVIDED BY THE EMPLOYER

The employer is the **Steve Tshwete Local Municipality**.

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**

The service provider is

Name

Address

Telephone:

Facsimile:

The authorized and designated representative of the service provider is

Name

The address for receipt of communications is

Telephone

Facsimile

Email

Address

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
2	24	CEF720 24 port 1000mb SFP	WS-X6724-SFP
3	6	Firewall Module	WS-SVC-FWM-1
5	2	Supervisor Engine 720 (Active)	WS-SUP720-3BXL

6 2 Supervisor Engine 720 (Other) WS-SUP720-3BXL
 9 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.

Ports	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

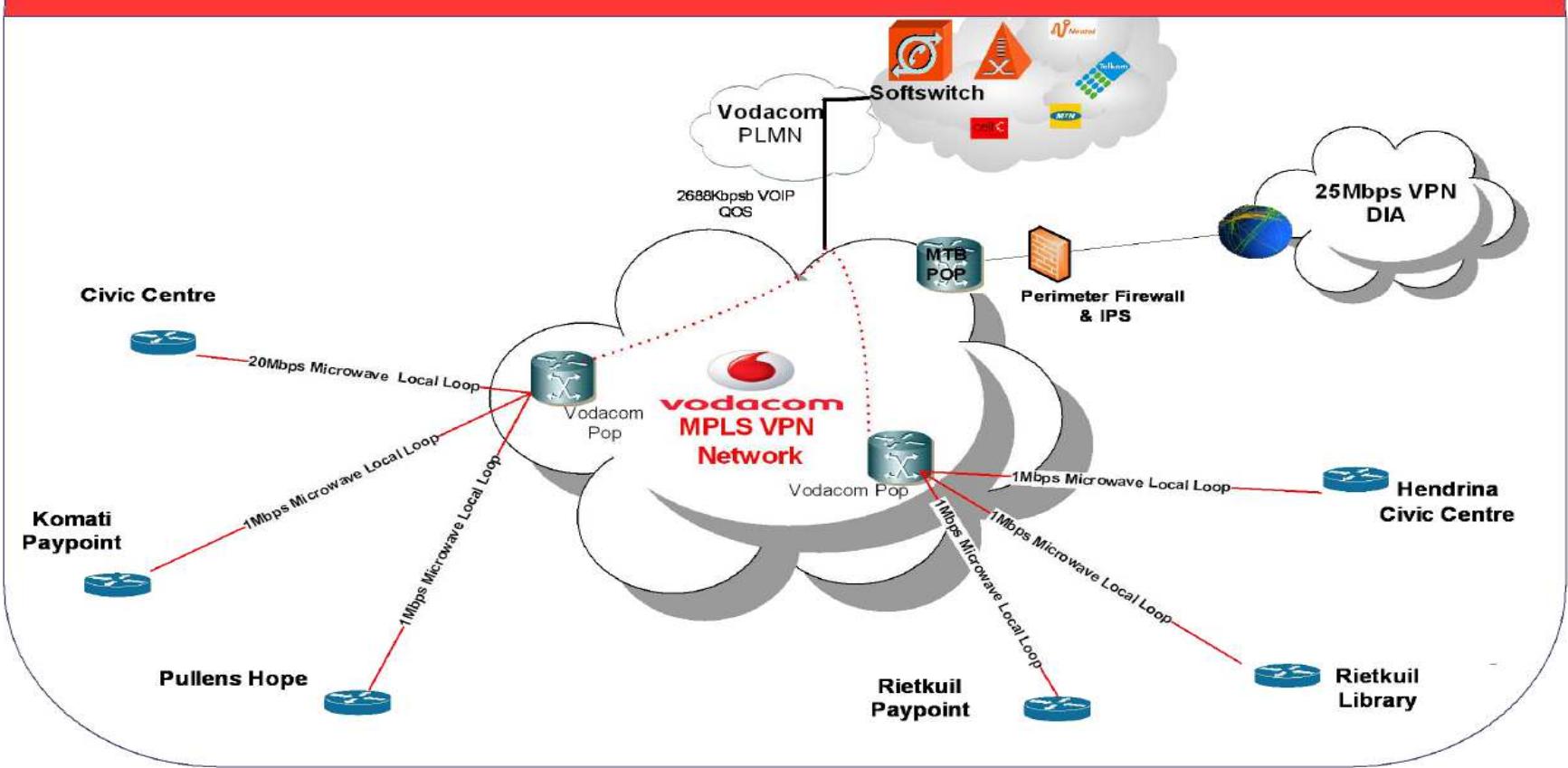
There is a mixture of Public and Private Internet Protocols address ranges used throughout STLM infrastructure. The ranges include 129.*, 10.*, 172.* 192.*, 196

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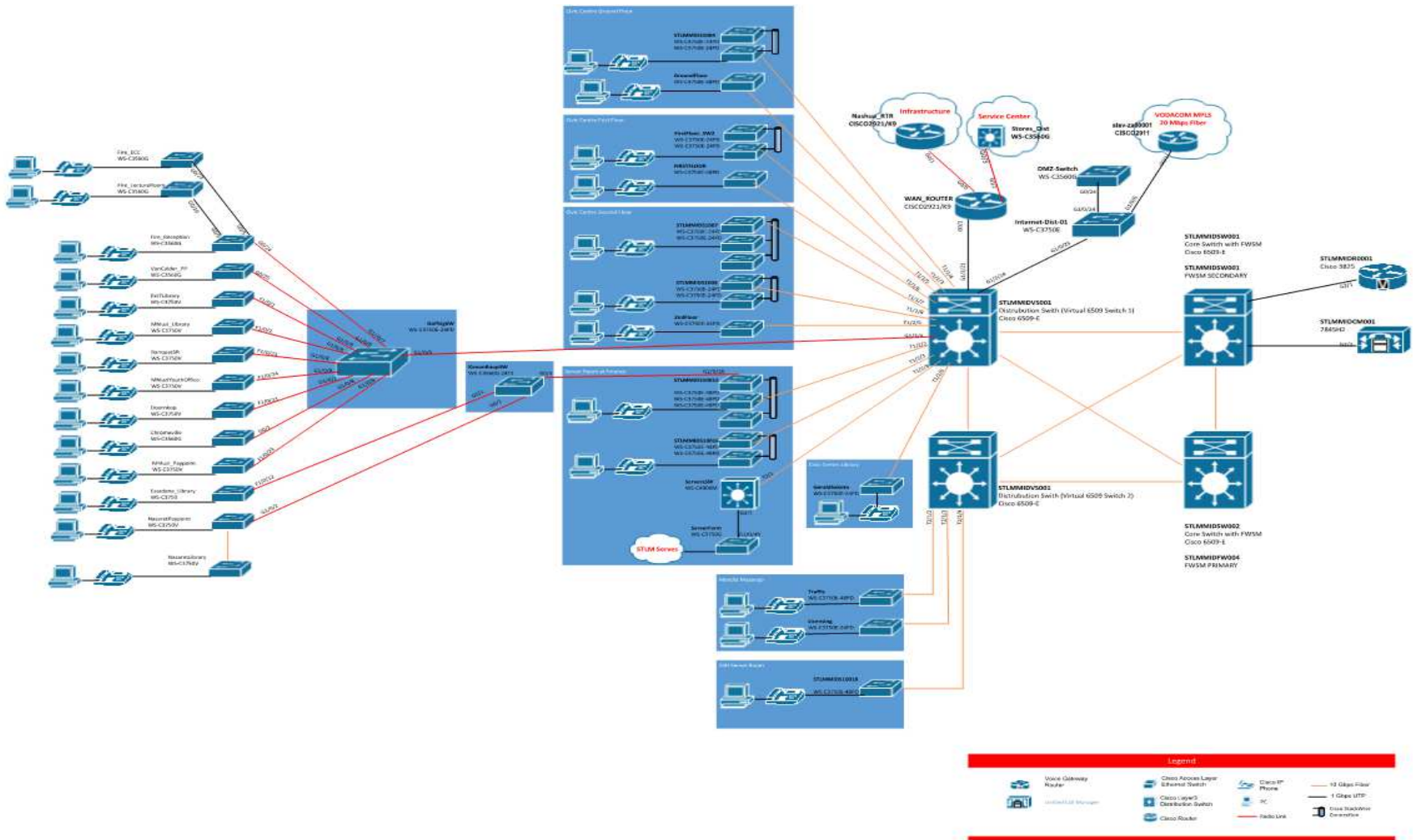
Network Diagrams

Steve Tshwete Local Municipality Motors Network Diagram

Solution Architect: Carl Coetzer
 Design date: 17/05/2015
 Version: 1.0



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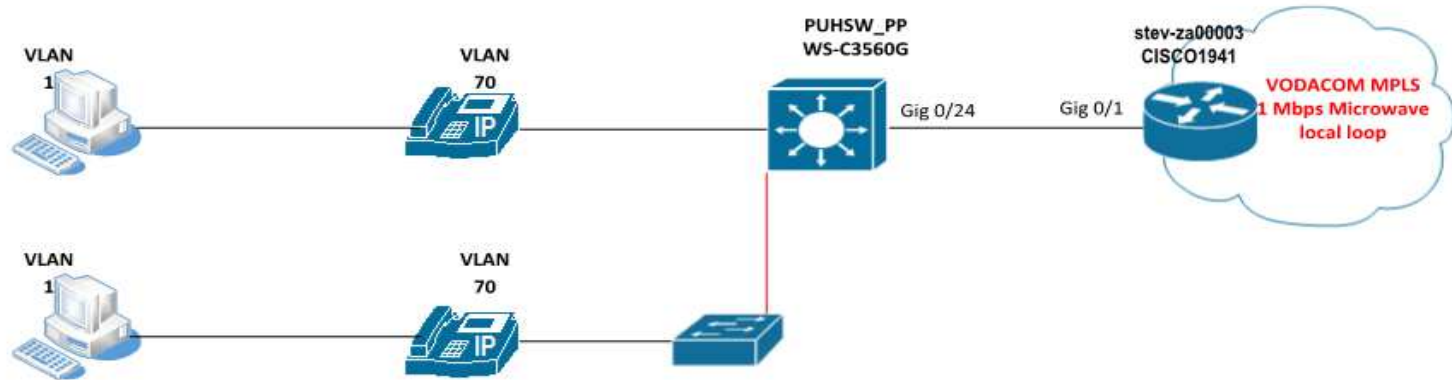


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Pulenshope Network Diagram

Access Switches VLAN's

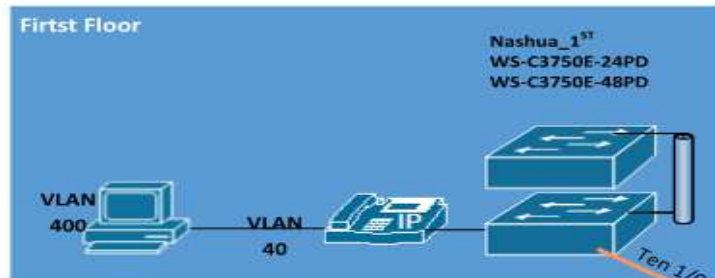
DATA Vlan: VLAN1 129.4.0.0/16
 Voice Vlan: VLAN70 10.70.1.0/24



Legend		
	Cisco Access Layer Ethernet Switch	
	Cisco Layer3 Distribution Switch	
	Cisco Router	
	Cisco IP Phone	
	PC	
	Radio Link	

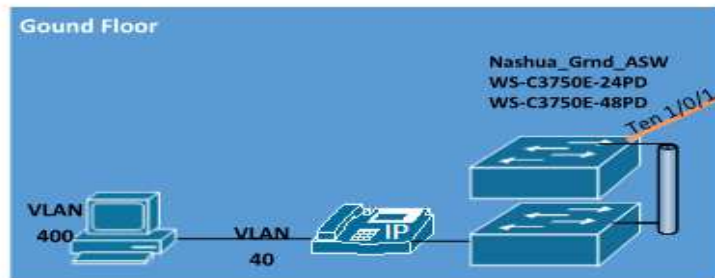
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		BIDDER	WITNESS	EMPLOYER	WITNESS

Infrastructure Network Diagram



Access Switches VLAN's

DATA Vlan: VLAN200 172.16.20.0/24
Voice Vlan: VLAN300 10.30.1.0/24

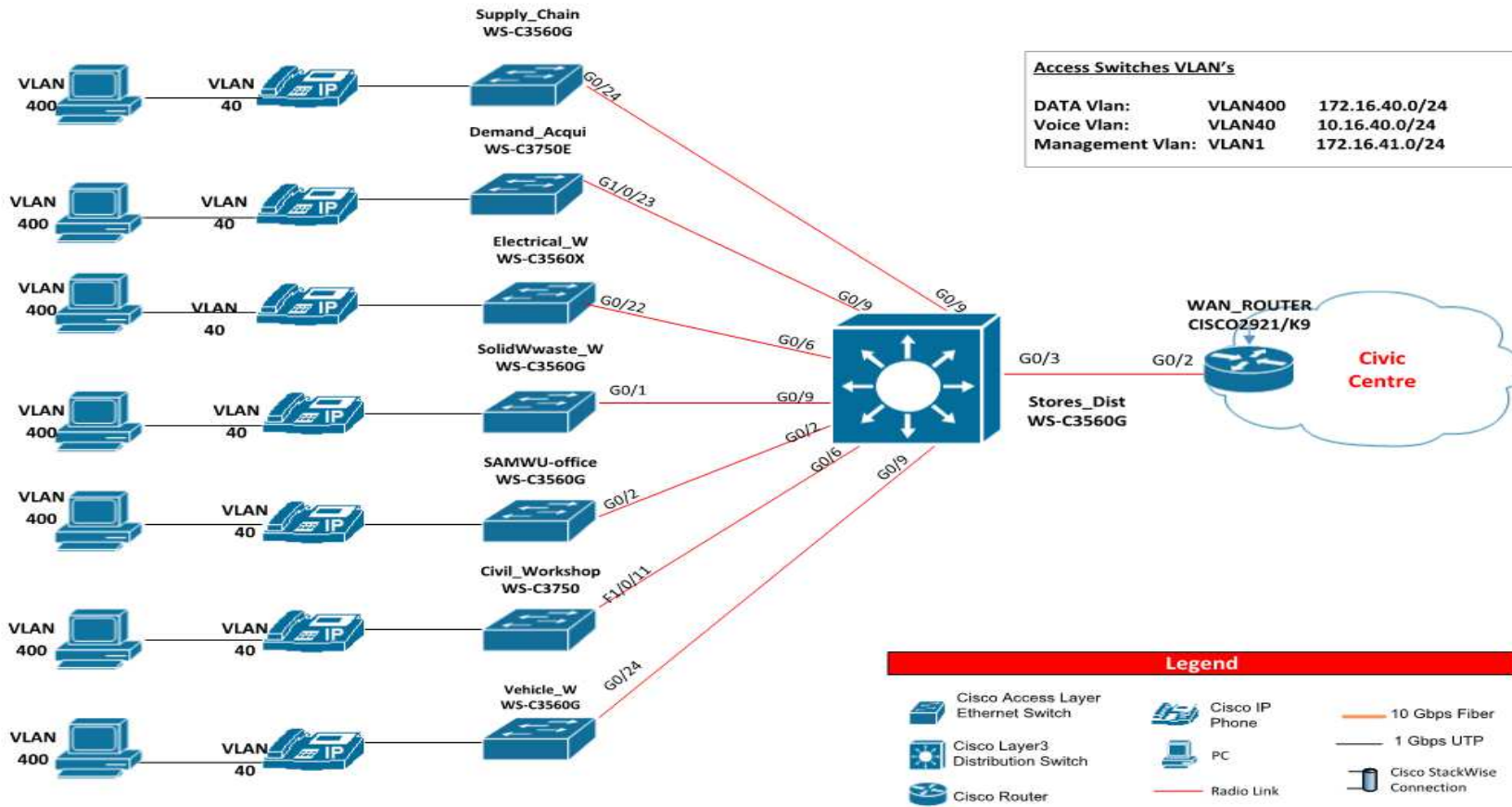


Legend

Cisco Access Layer Ethernet Switch	Cisco IP Phone	10 Gbps Fiber
Cisco Layer3 Distribution Switch	PC	1 Gbps UTP
Cisco Router	Radio Link	Cisco StackWise Connection

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		BIDDER	WITNESS	EMPLOYER	WITNESS

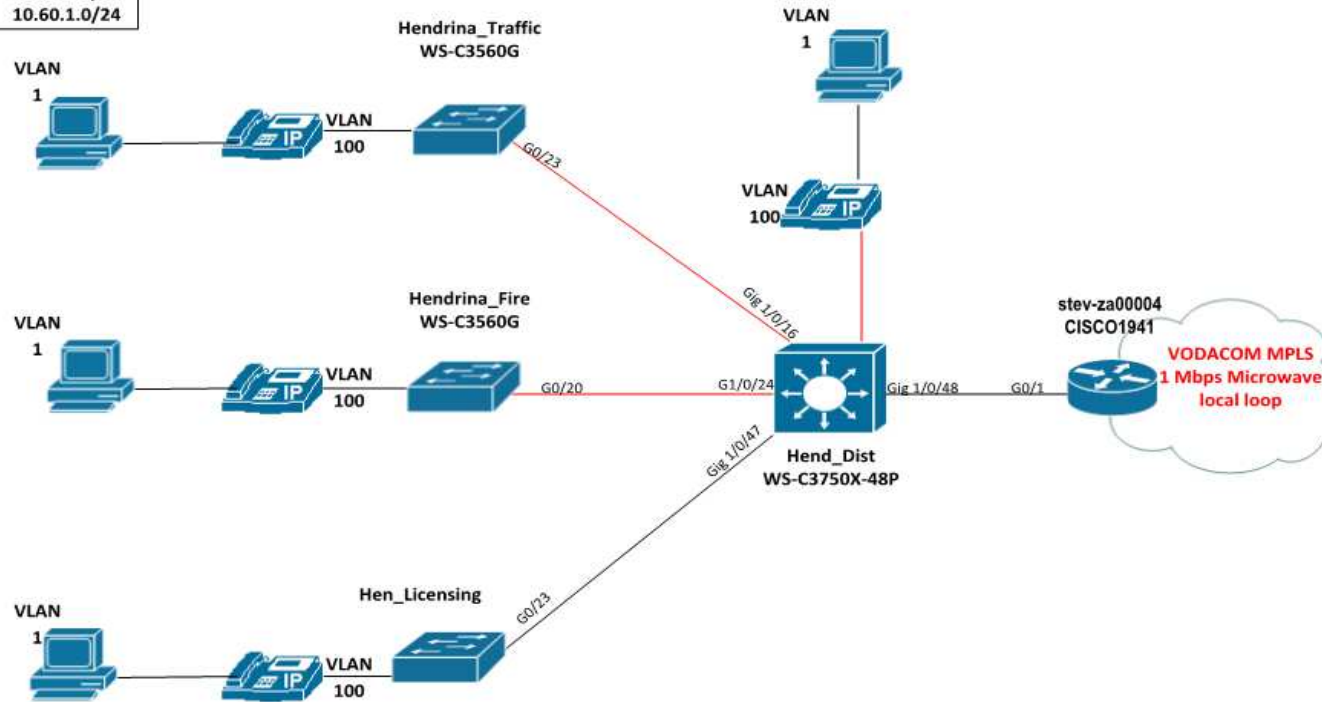
Service Center Network Diagram



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		BIDDER	WITNESS	EMPLOYER	WITNESS

Hendrina Network Diagram

Access Switches VLAN's	
DATA Vlan: VLAN1	129.1.0.0/16
Voice Vlan: VLAN100	10.60.1.0/24



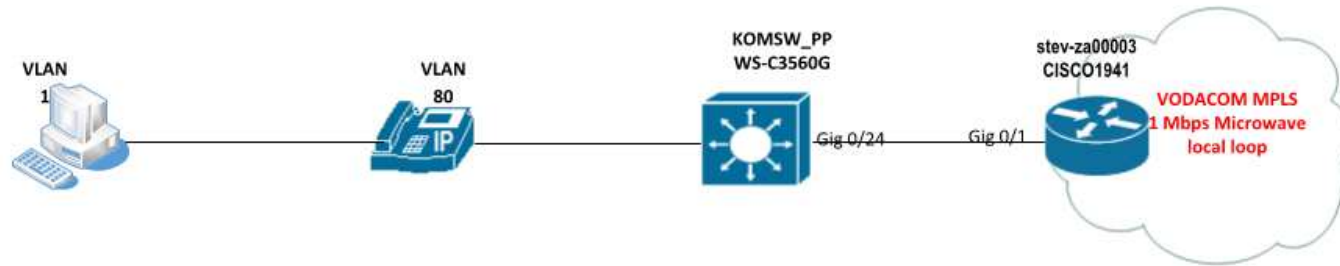
Legend		
	Cisco Access Layer Ethernet Switch	
	Cisco Layer3 Distribution Switch	
	Cisco Router	
	Cisco IP Phone	
	PC	

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

Komati Network Diagram

Access Switches VLAN's

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



Legend		
	Cisco Access Layer Ethernet Switch	
	Cisco Layer3 Distribution Switch	
	Cisco Router	
	Cisco IP Phone	
	PC	

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		BIDDER	WITNESS	EMPLOYER	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 access. 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 completion 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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	BIDDER	WITNESS	EMPLOYER	WITNESS	

C.4. Supporting documents for quotation:**Service providers are requested to file all relevant supporting documents according to this list.**

Annexure	Description	Applicable Yes / No
A	Tax Clearance Certificate & SARS reference pin	Yes
B	Original certified copy of BBBEE Certificate	Yes
C	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
H	Functionality report: Tenderer's experience	No
I	Functionality report: Proposed organization, staffing and key staff experience evaluation	No
J	Functionality report: Capacity to execute & implement the tender (physical resources) evaluation	No
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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