

Sedibeng District Municipality



BID DOCUMENT

Tender No.	8/2/2/13-2023
Closing Date and Time	Friday, 05 April 2024@12H00
Description	Tender for the Appointment of Suitable Service Provider for the Supply of Specialist ICT Services for Website Hosting, Bandwidth and Firewall Services to the Sedibeng District Municipality
Contractor / Bidder	
Bid amount	R
Physical address	
Contact person	
Telephone no.	
Fax no.	
Cell no.	
Email address	
Central Supplier Database No.	
*****SUBMIT TWO COPIES (02) MARKED CLEARLY:“ ORIGINAL” AND “COPY”	

1 Appointment of a suitable service provider to supply of specialist ICT Services for Website Hosting Bandwidth and Firewall services to SDM Bid no.:8/2/2/13-2023

In

CONDITIONS OF TENDER

1. The prospective bidder's attention is drawn to the following list of forms, attached to this document and other documents that **shall** be completed and submitted with his/her bid documents:
 - a) Tender Form
 - b) Form of Offer
 - c) Declaration of interest
 - d) Certificate of independent Bid Determination
 - e) Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.
 - f) A current account or proof that utilities account (municipal rates and taxes, water and lights account) of the bidder is up to date. (Not in arrears for more than 3 months).
 - g) Proof of registration for VAT (if applicable).
 - h) Valid B-BBEE Certificate Certified copy
 - i) Central Supplier Database (CSD) Registration Number.

In terms of Section 112 (1)I of the Local Government Municipal Finance Management Act, (Act 56 of 2003), persons who were convicted of fraud or corruption or who willfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Tenderer shall submit a sworn statement to this effect.

2. **The official tender form shall be completed in BLACK ink and any corrections to the official tender form must also be made in BLACK ink and signed by the bidder. Any tender documents received with correction fluid (Tippex) corrections shall be disqualified.**
3. Bids shall be sealed and endorsed (with bid number and bid description) and must be deposited at Sedibeng District Municipality's tender box (Ground Floor, outside the main building).
4. Sedibeng District Municipality's Supply Chain Management Policy shall apply.
5. Late, Telexed, faxed or emailed tenders will not be accepted.
6. The Council does not bind itself to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.
7. Persons in the service of the state are not allowed to bid.

8. In the event that you are awarded a tender the strict compliance with terms have to observed and in so doing within a period (3 days) (*after an order is issued) a confirmation letter must be forwarded by you in terms of which you need to indicate whether or not you will be in a position to source the items per the tender and deliver same by the due date.
9. In the event that you do not furnish us with the said letter as requested and fail to comply as per the tender the Sedibeng District Municipality reserves in terms of rights to cancel this tender automatically after 3 days on the basis of your non-compliance and furthermore should you fail to deliver said goods which may necessitate the allocation of a new supplier the Sedibeng District Municipality may impose any further penalty or charges against you.
10. **In the case where all MBD Documents are not completely filled and returned, your quotation will be disqualified.**
11. **The 80/20 Preferential Procurement System will be used to evaluate all the Formal Written Quotations.**
12. Bidders must ensure that, the company status is “**in business**” with the **Company and Intellectual Property Commission (CIPC)**.
13. Bidders who are not registered on the Central Supplier Database are requested to contact National Treasury at csd@treasury.gov.za or 012 406 9222 for any assistance.
14. Exempted Micro Enterprises can submit a letter from the accounting officer; and
15. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.

Sedibeng District Municipality
RFQ Number: 8/2/2/13-2023

DOCUMENT	
INVITATION TO BID	MBD 1
CLEARANCE CERTIFICATE FOR WATER & LIGHTS	
TERMS OF REFERENCE/SPECIFICATIONS	
PRICING SCHEDULE – PROFESSIONAL SERVICES	MBD 3.3
DECLARATION OF INTEREST	MBD 4
PREFERENCE POINTS CLAIM FORM	MBD 6.1
CONTRACT FORM – RENDERING OF SERVICES	MBD 7
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	MBD 8
CERTIFICATE OF INDEPENDENT BID DETERMINATION	MBD 9
FORM OF OFFER AND ACCEPTANCE	
CREDIT ORDER INSTRUCTION	

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SEDIBENG DISTRICT MUNICIPALITY

BID NUMBER:	8/2/2/13-2023	CLOSING DATE:	Friday, 05 April 2024	CLOSING TIME:	12:00AM
DESCRIPTION	Tender for the Appointment of Suitable Service Provider for the Supply of Specialist ICT Services for Website Hosting, Bandwidth and Firewall Services to the Sedibeng District Municipality				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

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

**MUNICIPAL BUILDING
GROUND FLOOR
CORNER BEACONSFIELD AND LESLIE
VEREENING**

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
TAX COMPLIANCE STATUS	TCS PIN ATTACHED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CSD REPORT ATTACHED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

B-BBEE STATUS [TICK APPLICABLE BOX]

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<input type="checkbox"/> Yes <input type="checkbox"/> No	OR,	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
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[AN ORIGINAL B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?			
<input type="checkbox"/> Yes [IF YES ENCLOSE PROOF]		<input type="checkbox"/> No	
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?			
<input type="checkbox"/> Yes [IF YES, ANSWER PART B:3]		<input type="checkbox"/> No	
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain Management	DEPARTMENT	Corporate Services
CONTACT PERSON	Madikgomo Ramonana	CONTACT PERSON	Mr. Naeem Monga Mr. Cedric Phokane
TELEPHONE NUMBER	066 472 7253	TELEPHONE NUMBER	083 371 1299 073 537 7866
E-MAIL ADDRESS	madikgomor@sedibeng.gov.za	E-MAIL ADDRESS	naeemm@sedibeng.gov.za cedricp@sedibeng.gov.za

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. This bid is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2017, The General Conditions Of Contract (GCC) and, if applicable, any other special conditions of contract.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer’s profile and tax status.
- 2.3 Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 2.4 Foreign suppliers must complete the pre-award questionnaire in part b: 3.
- 2.5 Bidders may also submit a printed TCS certificate together with the bid.
- 2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.7 Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

If the answer is “NO” to all the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:.....

**MBD1-A
ATTACH SARS
TAX CLEARANCE PIN
HERE**

(NB: Failure to attach a current SARS PIN may result in your bid being non-responsive)

MIBD2:
DISCONTINUED
MIFMA CIRCULAR
NO.90



Tender for the Appointment of Suitable Service Provider for the Supply of Specialist ICT Services for Website Hosting, Bandwidth and Firewall Services to the Sedibeng District Municipality
BID NO: 8/2/2/13-2023

Sedibeng District Municipality is requesting bidders to submit tenders for the provision of ICT services as specified below. The contract will run for a period of three years, renewed yearly, based on a performance assessment. This contract will not be exclusive and will not bind the Council to a sole supplier for the term.

1. EXPERIENCE

Companies wishing to tender for this project must have demonstrable experience of the following:

- Familiarity with the role and responsibility of Local Government;
- Supply and delivery of the required services; and
- A record of accomplishment in supplying the services as specified in this document.

A complete portfolio including references should be included, demonstrating the ability to deliver, maintain and support the required products in a timely manner.

2. BACKGROUND

The Sedibeng District Municipality is a Category C municipality situated on the southern tip of the Gauteng Province and strategically located on the border of three other provinces, namely Free State, North West and Mpumalanga.

Coordinating ICT resources in the Sedibeng District Municipality (SDM) will establish Council's vision for maintaining and enhancing Information Technology services throughout the District Municipality and promote public infrastructural growth as per the key strategy "Improve ICT Connectivity in Sedibeng" in-line with the key deliverable "Reintegrating our Region" to ultimately establish the Sedibeng District as a Smart City.

Information technology is critical for SDM's mission and its successful operations, and information technology is needed to create a strategic advantage for the SDM. The Sedibeng District Council currently operates a large Wide Area Network that covers the geographical Municipal areas of Emfuleni, Lesedi and Midvaal. Various offices are located in this area, with the main office situated at corner Beaconsfield and Leslie Avenue's, Vereeniging. A total number of 291 ICT users login to the wide area network on a daily basis. The Sedibeng website is developed and maintained by internal resources and is available at www.sedibeng.gov.za.

Service provisions and troubleshooting will be required at the following sites:

- SDM Head Office (3 buildings on site)- Corner Leslie and Beaconsfield Avenues, Vereeniging;
- Vaal Technorama – 1 Beethoven Street, Duncanville, Vereeniging;
- Vereeniging License Department - 5 Newton Street, Vereeniging;
- Meyerton License Department – 1 Arrie Norval Street, Ext 3, Meyerton;
- Meyerton Testing Station - 1 Arrie Norval Street, Ext 3 Meyerton (next to license Department);
- Heidelberg License Department - Corner HS Verwoerd and Louw Streets, Heidelberg;
- Heidelberg Testing Station, Prinsloo Street, Heidelberg;
- Vanderbijlpark License Department - 1 Frikkie Meyer Boulevard, Vanderbijlpark;
- Sharpeville Exhibition Centre – 3890 Zwane Street, Sharpeville;
- Sharpeville Old Police station – 3890 Zwane Street, Sharpeville (across Exhibition centre);
- Vereeniging Market – 1 Poinsettia Avenue, Leeuwkuil, Vereeniging;
- Vereeniging Airport – Iqbal street, Roshnee, Vereeniging; and
- Vereeniging Fire Department – 34 De Villiers Avenue, Vereeniging.

3. SPECIFICATION

Bidders are invited to prepare and submit proposals that include the following products and services.

3.1. Provisioning of bandwidth:

3.1.1. Alternative fibre routing provisioning (current connectivity setup via existing DFA link)

3.1.1.1. Propose and provide an alternative route via another reputable last mile bandwidth provider to ensure redundancy and enhanced reliability;

3.1.1.2. Ensure seamless integration of this alternative route with the existing infrastructure, minimizing potential downtime during the transition.

3.1.2. Functionality and efficient response times

3.1.2.1. Ensuring the consistent and optimal functioning of the provided bandwidth;

3.1.2.2. Guaranteeing a response time (specific time to be defined) for any issues or concerns related to bandwidth or connectivity;

- 3.1.2.3. Implementing monitoring tools to proactively detect and address any potential disruptions.
- 3.1.3. Reporting of faulty data lines
 - 3.1.3.1. Continuously monitor the health and performance of all data lines;
 - 3.1.3.2. Rapidly switching lines between alternative routing paths to ensure high uptime;
 - 3.1.3.3. Promptly reporting any faults or disruptions to the service provider, ensuring swift resolution and minimal impact on operations.
- 3.1.4. Recreating ports
 - 3.1.4.1. Managing and monitoring all network ports associated with the provided bandwidth;
 - 3.1.4.2. Recreating and reconfiguring ports as necessary, especially in the event of failure or changes in the network topology.
- 3.1.5. Troubleshooting internet connection failures
 - 3.1.5.1. Providing immediate basic troubleshooting in the event of any internet connection failures;
 - 3.1.5.2. Collaborating with the fibre providers and internal ICT staff members to ensure swift resolution of any connectivity issues.
- 3.1.6. Monthly performance reporting
 - 3.1.6.1. Producing detailed monthly reports on bandwidth performance, usage patterns, and any detected issues;
 - 3.1.6.2. Providing insights and recommendations based on these reports, ensuring Council remains informed and can make data-driven decisions regarding its digital infrastructure.
- 3.1.7. Additional inputs
 - 3.1.7.1. Bandwidth is an essential tool in Council's ICT infrastructure. By emphasizing the provisioning of bandwidth and ensuring redundancy and reliability, Sedibeng District Municipality can maintain a high-performing and resilient digital infrastructure. The section above provides a detailed overview of the services required for bandwidth provisioning.
 - 3.1.7.2. Depending on the specific needs and requirements of the council, additional details, terms, and conditions may be necessary.

3.2. Analysis of internet traffic

3.2.1.Squid proxy traffic analyser

- 3.2.1.1. Provision of a a lightweight, swift, web-based squid proxy traffic analyser;
- 3.2.1.2. Ensuring the tool effectively examines access logs to generate detailed reports on a per-user and per-group basis;

3.2.2.NefFlow collector and analyser

- 3.2.2.1. Providing a robust NetFlow collector and analyser tool suitable for troubleshooting and detailed traffic analysis;
- 3.2.2.2. Providing for the retention of data for a minimum of seven (7) days, allowing for historical analysis and review;
- 3.2.2.3. Assisting in any issues related to the setup, usage, or troubleshooting of the NetFlow tool.

3.2.3.Monthly reporting

- 3.2.3.1. Delivering comprehensive monthly reports detailing the performance, user activity, and any notable trends observed from the analysed data;
- 3.2.3.2. Highlighting any potential concerns or anomalies that may require attention or action.

3.3. Web hosting services

3.3.1.Domain hosting and technical support

- 3.3.1.1. Hosting of the Sedibeng domain on reliable servers;
- 3.3.1.2. Providing prompt and efficient technical support to address any issues or queries related to web hosting;
- 3.3.1.3. Ensure that a dedicated team or representative is available for support, especially during critical business hours;
- 3.3.1.4. Managing and maintaining the webserver's Content Management System (CMS) to ensure smooth operations and updates;
- 3.3.1.5. Overseeing the webserver's operating system, ensuring it is up-to-date and patched against known vulnerabilities;
- 3.3.1.6. Implementing robust security measures to protect the webserver and hosted content from potential threats, breaches, or cyber-attacks;

3.3.2. Secure socket layer security protocol requirements

- 3.3.2.1. Ensuring that the hosted website is secured using Secure Socket Layer (SSL) to encrypt data transmission between the server and users;
- 3.3.2.2. Facilitating the timely renewal of the SSL certificate and ensure that it remains valid and trustworthy;
- 3.3.2.3. Installing valid SSL certificates on the necessary servers and platforms, ensuring a seamless and error free process;
- 3.3.2.4. Addressing any compatibility of installation issues promptly, ensuring uninterrupted encrypted connections for users;
- 3.3.2.5. Assist in any issues related to SSL installation, renewal, or troubleshooting.

3.4. Mail scanning (electronic mail services)

3.4.1. Provisioning of mail scanning services (automatically review electronic mail messages for viruses, malware, and spam)

- 3.4.1.1. Deploying a mail scanning service on-site, ensuring the service acts as the primary relay between the mail server and the internet;
- 3.4.1.2. Configuring the gateway to scan all incoming and outgoing emails, ensuring no malicious content bypasses the system;
- 3.4.1.3. Setting up service in a high availability (HA) cluster configuration to ensure an uninterrupted mail scanning services is provided;
- 3.4.1.4. Ensure that in the event of a node failure, another node in the cluster automatically takes over, guaranteeing seamless service availability.

3.4.2. Blocking of unsolicited messages (spam), viruses and phishing electronic mails

- 3.4.2.1. Utilizing advanced spam detection mechanisms to filter out unwanted emails;
- 3.4.2.2. Ensuring real-time virus scanning;
- 3.4.2.3. Implementing phishing detection to block scam emails that might deceive users.

3.4.3. Domain management

- 3.4.3.1. Blocking or whitelisting specific domains as per the organization's requirements;
- 3.4.3.2. Promptly act (two (2) hour window period) on requests to release emails mistakenly caught by the filters or to block specific senders.

3.4.4. Setup, updating and recovery

- 3.4.4.1. Regularly monitor for software updates and patches and apply updates in a timely manner, ensuring the system benefits from the latest security patches and features;
- 3.4.4.2. Reloading or reconfigure the service to its optimal settings when required, ensuring minimal downtime during this process.

3.4.5. Monthly management reports

- 3.4.5.1. Providing comprehensive monthly management reports detailing the number of emails processed, blocked spam, detected viruses, and phishing attempts etc.
- 3.4.5.2. Furnishing insights into any emerging threats or patterns observed in the email traffic.

3.5. Firewall services:

3.5.1. Provisioning and support

- 3.5.1.1. Supplying firewall server and software;
- 3.5.1.2. Configuring firewall aligned with SDM's requirements;
- 3.5.1.3. Daily maintenance of the firewall server and software to guarantee performance;
- 3.5.1.4. Timely applying updates and patches to the firewall software;
- 3.5.1.5. Providing high availability (HA) cluster to guarantee continuous service as well as providing switch gear to oversee the failover process.

3.5.2. User identity management with lightweight directory access protocol (LDAP) integration:

- 3.5.2.1. Offering a robust system for user identity management, ensuring secure access and monitoring of user activities on the network;
- 3.5.2.2. Ensuring seamless integration with LDAP for centralized authentication and authorization.

3.5.3. Uniform resource allocator (URL) and website blocking:

- 3.5.3.1. Blocking specific URLs, websites, and social networks upon request.

3.5.4. Data backup:

- 3.5.4.1. Conducting daily backups of the firewall software and data;
- 3.5.4.2. Guaranteeing the secure storage of backups and rapid restoration.

3.5.5.Recovery and setup:

3.5.5.1. As and when required promptly reload the firewall software;

3.5.5.2. Reconfiguring of firewall to ensure optimal performance.

3.5.6.Port management:

3.5.6.1. Opening specific ports when requested, balancing between operational needs and security.

3.5.7.Monthly reporting;

3.5.7.1. Providing monthly reports and assessments detailing the firewall's performance;

3.5.7.2. Documenting security threats or breaches detected, along with proof of remedial actions executed.

3.5.8.Bandwidth provision and support:

3.5.8.1. Provisioning a firewall capable of supporting bandwidth throughput of at least 1 Gigabyte per second (Gb/s).

3.5.9.Fault reporting and change control management:

3.5.9.1. Operate a dedicated helpdesk for addressing firewall-related inquiries or issues;

3.5.9.2. Establish a stringent change control procedure, ensuring all alterations to the firewall configuration are documented, sanctioned, and don't jeopardize the firewall's availability.

3.6. Routing of data, DHCP and DNS protocol management

3.6.1.Network setup, routing and troubleshooting

3.6.1.1. Assisting the organization in setting up the network infrastructure, ensuring efficient routing of data across all devices and systems;

3.6.1.2. Addressing and troubleshooting any network performance issues promptly (two (2) hour response time), ensuring minimal downtime;

3.6.1.3. Supporting in the integration of new IP subnets into the existing network, ensuring seamless connectivity.

3.6.2.Routing table management and support

3.6.2.1. Overseeing and maintaining the routing tables, ensuring data is routed efficiently and securely throughout the network;

3.6.2.2. Provide support for any issues or concerns related to routing tables, ensuring they are consistently optimized for performance.

3.6.3. Network switch management and traffic optimization

3.6.3.1. Managing and monitoring network switches, ensuring they operate at peak performance and reliability;

3.6.3.2. Optimizing network traffic and routing, ensuring efficient data transmission and minimizing potential bottlenecks.

3.6.4. Performance reviews on routing

3.6.4.1. Conducting regular reviews and assessments on the efficiency and effectiveness of data routing within the organization's network;

3.6.4.2. Providing actionable insights and recommendations to enhance routing performance and security.

3.6.5. Expansion and updating of tables

3.6.5.1. Regularly updating and expanding routing tables to accommodate network growth, changes, and evolving needs;

3.6.5.2. Ensuring that the routing tables are adjusted and optimized to maintain peak performance as the organization's network evolves.

3.6.6. DHCP and DNS protocol management

3.6.6.1. Overseeing and managing the Dynamic Host Configuration Protocol (DHCP), ensuring devices within the network receive IP addresses efficiently and without conflicts;

3.6.6.2. Managing the Domain Name System (DNS) protocols, ensuring domain name resolutions are accurate, swift, and secure;

3.6.6.3. Addressing and resolve any issues or anomalies related to DHCP and DNS, ensuring consistent network operations.

3.7. Provisioning and management of virtual private network (VPN)

3.7.1. VPN for remote sites

3.7.1.1. Provisioning and setting up VPN connections for remote sites, ensuring they have secure and reliable access to the central network;

3.7.1.2. Monitoring and maintaining these connections, ensuring consistent uptime and addressing any connectivity issues promptly.

3.7.2.VPN links for off-site users

3.7.2.1. Establishing VPN links that allow off-site users, such as remote employees or partners, to securely connect to the customer's network;

3.7.2.2. Ensure that these links are easy to use, reliable, and provide a seamless user experience.

3.7.3.VPN certificate management

3.7.3.1. Generating and managing VPN certificates necessary for authentication;

3.7.3.2. Rendering assistance to users in installing and configuring these certificates, ensuring they can securely connect to the VPN without issues.

3.7.4.Advanced encryption for data security

3.7.4.1. Utilizing the most advanced encryption standards and protocols available to secure data transmission through the VPN;

3.7.4.2. Regularly reviewing and updating encryption methods in line with industry best practices and emerging threats.

3.7.5.Monthly access and usage reports

3.7.5.1. Producing comprehensive monthly reports detailing VPN access patterns, usage statistics, and any security events;

3.7.5.2. Providing insights into user behaviour, peak usage times, and any potential areas of concern or improvement.

3.8. Wireless networking technology provision and management (Wi-Fi)

3.8.1.Recommending and providing high-speed dual-band Wi-Fi routers (hardware) when required;

3.8.2.Setting up of hardware and managing access control;

3.8.2.1. Professionally installing and configuring the equipment, ensuring optimal signal strength and coverage throughout the designated areas;

- 3.8.2.2. Setting up a secure wireless network, segregating public access from internal networks to maintain security;
- 3.8.2.3. Implementing access control measures, such as captive portals, where users may need to authenticate or accept terms of service before gaining access;
- 3.8.2.4. Monitoring and managing connected devices, ensuring bandwidth is fairly distributed and no single device monopolises the network.
- 3.8.2.5. Regularly updating the firmware of the equipment to ensure devices are protected against known vulnerabilities and benefit from the latest features.

3.9. Providing anti-virus software and support

3.9.1. Providing comprehensive anti-virus and anti-spyware software (450 user and 10 server licenses), with the following features

- 3.9.1.1. Eliminate all types of threats, including viruses, rootkits, worms and spyware;
- 3.9.1.2. Be a host-based intrusion prevention system;
- 3.9.1.3. Contain an exploit locker;
- 3.9.1.4. Monitor the behaviour of malicious processes;
- 3.9.1.5. Effectively filters out spam and scans all incoming emails for malware;
- 3.9.1.6. Place low system demands on hardware;
- 3.9.1.7. Protect end-users from fake websites etc. (anti-phishing);
- 3.9.1.8. Provide botnet protection;
- 3.9.1.9. Allow for device control, blocking unauthorised devices (i.e. CDs/DVDs/USBs);
- 3.9.1.10. Allow for a local update server;
- 3.9.1.11. Facilitate easy management through a user-friendly administrator tool;
- 3.9.1.12. First installation date March 2023;
- 3.9.1.13. Ensure continuity of protection by renewing the organization's subscription in a timely manner.

3.9.2. Software roll-out assistance

- 3.9.2.1. Assisting in the deployment of the anti-virus software on both remote and local devices, ensuring all devices are adequately protected;

3.9.2.2. Addressing any installation or compatibility issues promptly, ensuring a smooth roll-out process.

3.9.3. Training and skills transfer

3.9.3.1. Providing comprehensive training sessions to ICT staff and end-users on the effective use and management of the anti-virus software;

3.9.3.2. Transferring essential skills to the organization's ICT team, ensuring the independent management and troubleshooting of the software.

3.9.4. Quarterly site visits

3.9.4.1. Conducting quarterly site visits to assess the software's performance, address any concerns, and provide on-site support;

3.9.4.2. Engage with ICT staff during these visits to discuss any potential improvements or updates.

3.9.5. Patch distribution monitoring and support

3.9.5.1. Monitoring and supporting the distribution of patches and updates for the anti-virus software, ensuring all devices have the latest security definitions;

3.9.5.2. Addressing any issues related to patch distribution promptly, ensuring consistent protection across all devices.

3.9.6. Local management and monitoring tools

3.9.6.1. Providing tools that allow the organization's ICT team to manage and monitor the anti-virus software locally;

3.9.6.2. Ensuring these tools are user-friendly and provide comprehensive insights into the software's performance and security events.

3.9.7. Monthly Reporting

3.9.7.1. Producing detailed monthly reports that cover the distribution of the software, any exceptions encountered, and occurrences of detected threats;

3.9.7.2. Providing insights and recommendations based on these reports, ensuring the organization remains informed and proactive in its approach to device security;

3.10. Management and performance reviews

- 3.10.1. Conducting monthly performance meetings with the organization's ICT team and relevant stakeholders. The cost of these meetings should be included in the support fees;
- 3.10.2. Addressing any concerns, provide updates, and discuss potential improvements during these meetings;
- 3.10.3. Delivering comprehensive monthly reports detailing network performance, internet usage and security events on or before the 5th of each month;
- 3.10.4. Preparing actionable insights and recommendations based on these reports, ensuring proactive measures are taken to maintain optimum performance and security;
- 3.10.5. Providing external security and vulnerability testing and reports on the organization's infrastructure using the latest tools and methodologies, and recommend mitigation strategies;
- 3.10.6. Allocate a specified amount of hours each quarter dedicated to skills transfer. Ensure that during these sessions, essential skills, knowledge, and best practices are transferred to the organization's ICT team. Customize these sessions based on the organization's needs, ensuring maximum value and empowerment.

4. PRICING SCHEDULE AND ADDITIONAL REQUIREMENTS

- 4.1. Prices are firm as per bidding documents;
- 4.2. The Sedibeng District Municipality reserves the right to routinely compare prices quoted for items delivered with the current market prices of other vendors;
- 4.3. Quantities will differ per item and will be requested on an ad hoc basis during the contract;
- 4.4. During the duration of the contract, additional items may be added to the contract. New items will be quoted on, a market related benchmark will be performed and a recommendation will be made to the Supply Chain Management (SCM) Department to include the item in the current contract;
- 4.5. All quantities are for calculation purposes only and may vary from actual final agreement;
- 4.6. All proposed software and management tools should be clearly stipulated in the pricing schedule; and
- 4.7. Quantities, costs and additional resource requirements should be clearly indicated in the proposal.
- 4.8. Pricing schedule

	Quantity	Cost	Total
HARDWARE			
Firewall Hardware Equivalent to Dell PowerEdge server, 128 GB ram, 3 x 800 GB solid state drives to align with current infrastructure	2		
High-speed dual-band Wi-Fi router (specify make and model clearly)	1		
Any additional requirements/proposals (clearly indicate make and models etc.)			

SERVICES and SOFTWARE			
<i>PROVISIONING OF BANDWIDTH (last mile provider)</i>			
Dedicated Fibre 1:1 Contention 100 MBPS cost	1		
Management, monitoring and reporting fees	1		
Response time to bandwidth concerns			
<i>ANALYSIS OF INTERNET TRAFFIC</i>			
Proposed proxy traffic analyser	1		
NetFlow collector and analyser	1		
Management, monitoring and reporting fees	1		
<i>Web hosting services</i>			
Website domain hosting and technical support	1		
Website standard maintenance	1		
SSL licensing, installation and support	1		
<i>MAIL SCANNING</i>			
Provisioning of mail scanning services (450 users)	1		
High availability (HA) cluster	1		
Management, monitoring and reporting fees	1		
Compliance to two (2) hour response time	Yes / No		
<i>FIREWALL SERVICES</i>			
Firewall software provisioning and support	2		
High availability (HA) cluster	1		
Firewall standard installation and maintenance	1		
User identity management with LDAP integration	1		
Backup, recovery and reconfigurations	1		
Support, maintenance and reporting	1		
Compliance with provisioning a firewall supporting bandwidth throughput of at least 1 Gb/s	Yes / No		
<i>Data routing, DHCP and DNS protocols</i>			

Setup, routing, troubleshooting, optimization etc.	1		
Compliance to two (2) hour response time	Yes / No		
<i>Provisioning and management of VPN</i>			
Services, support and reporting	1		
<i>Wireless provision and management</i>			
Services, setup, support and reporting	1		
<i>Anti-virus software and support</i>			
Anti-virus software (450 seats, 10 servers) <i>Clearly state proposed software with detailed technical specifications on functionality</i>	1		
Training, support, skills transfer, quarterly visits and reporting	1		

5. GUARANTEES

- 5.1. All products quoted on should carry a full original manufacturer's guarantee. **Please indicate your compliance with this item clearly.** Failure to comply with the guarantee specification will lead to disqualification of the bid and or contract;
- 5.2. The bidder warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and incorporates all recent improvements in design and materials. The bidder further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material are specifically required by the Sedibeng District Municipality's specifications);
- 5.3. The Sedibeng District Municipality shall promptly notify the bidder in writing of any claims arising under warranty of the product. The bidder shall bear the costs of any such claims, unless such claims arise as a result of any negligent act or omission on the part of the Sedibeng District Municipality; and
- 5.4. Upon receipt of such notice, the bidder shall, within five (5) working days after notification, and with all reasonable speed, repair or replace the defective goods or parts thereof, without cost to the Sedibeng District Municipality.

6. DELIVERY AND SUPPORT CHARGES

- 6.1. All delivery and support charges should be included in the price specified in the bid document;
- 6.2. Installation and setup should be included in the price specified in the bid document; and
- 6.3. Delivery, installation and setup will be at the usage site.

7. DELIVERY TIME-FRAME

Upon the receipt of an official order from Sedibeng District Municipality, delivery and installation of the required products should be within five (5) working days from the issue of the order. This excludes support calls, which carry a response parameter of two (2) hours.

Repairs orders will be issued via either an official order or an emergency order – depending on the importance of the connection and repairs should be affected within eight (8) working hours to ensure continuance of service delivery to end users.

In the event that delivery cannot take place within the specified period, the vendor is obliged to inform the Director: Information Technology in writing of the possible delay and on his discretion an extension will be granted or the order may be cancelled.

8. ADJUDICATION

It is anticipated that the tender amount will not exceed R 50,000,000.00; therefore, it is advertised for adjudication on an 80/20 preferential pointing system.

Full compliance with the required information requested in the matrix (section 9) is required to enable tenderers to score points during the technical evaluation process. Failure to do so will lead to a low score in this process and could possibly lead to the dismissal of the proposal before the price evaluation process starts.

The evaluation criteria will consist of three sections, namely technical evaluation, financial evaluation and equity evaluation. In order for a service provider to be scored in the financial and equity sections the proposal must at least score 70 points during the technical evaluation process.

Minimum Requirements

- 8.1. Up to date utilities account e.g. Municipal Rates & Taxes account or A Valid Lease Agreement
(Please note that if the Water and Lights statement is not in the company's name, kindly submit a lease agreement between the company and the landlord)
- 8.2. Registered on Central Database (CSD)
- 8.3. Tax compliant status document / Tax compliance status pin (to enable the municipality to verify the bidders tax compliance status)

SCORING MATRIX	
Compliance with specification requirements of tender	5=Excellent; 4=Very good; 3=Good; 2=Average; 1=Poor
Contactable references (to which similar products were supplied to)	Rand value of competed projects
5 points for 5 or more contactable references	5 points for over R500,000
4 points for 4 contactable references	4 points for over R300,000
3 points for 3 contactable references	3 points for over R150,000
2 points for 2 contactable references	2 points for over R50,000
1 point for less than 2 contactable references	1 point for less than R50,000
Quality of proposal	5=Excellent; 4=Very good; 3=Good; 2=Average; 1=Poor

TECHNICAL AREA(S)	POINTS	SCORE (1=Poor .. 5=Excellent)	Comments
Compliance with specification requirements of tender	70		
Contactable references as per scoring matrix	10		
Vendor Rand value of completed projects as per scoring matrix	10		
Quality of the proposal: A detailed company profile where clear reference is made to the company's core business, relevant support staff, technical abilities and credentials. Is the presentation neat, readable and clear without obvious mistakes and inclusive of all the required information? Is the proposal innovative and creative and does the proposal possess a quality philosophy to achieve the desired outcome?	10		
Compliance with timeframe requirements	Yes / No		Automatic disqualification
Hardware (make and model) and software (supplier, name and version) clearly indicated	Yes / No		Automatic disqualification

BID EVALUATION

The bid will be based on Point System 80:20 point system.

1ST STAGE	FUNCTIONALITY TOTAL SCORE : 100%
	THRESHOLD (MINIMUM SCORE REQUIRED = 70%)

2nd stage		POINTS
PRICE		80
SPECIFIC GOALS		20
Youth-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Person with Disability owned <i>(medical certificate needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Locality <i>(Municipal rates account / lease agreement needed)</i>	4 points (Sedibeng or Gauteng TER Township based) 2 Points (Non-TER Gauteng based) 0 points (outside Gauteng Province)	
Women-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
51 % Black owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Total points for Price and SPECIFIC GOALS		100

9. SUBMISSION REQUIREMENTS

In submission of the proposal, service providers are required to include the following:

- 9.1. **Pricing schedule** as per items specified in Section 3 – SPECIFICATION and Section 4 – PRICING SCHEDULE AND ADDITIONAL REQUIREMENTS;
- 9.2. **Company/Consortium profile** with clear reference to the company's core business, relevant support staff within the company servicing technical delivery contracts and indicate if and for which companies your company is a registered distributor and/or reseller;
- 9.3. **Evidence of years of experience in providing the required services** (relevant years of experience). Points are awarded in terms of this specification – please indicate this item clearly (years of experience must be applicable to the supply of printer cartridges);
- 9.4. **Evidence of completed contracts** (Rand value of contracts/orders/deliveries completed by the company in the last two years). Points are awarded in terms of the contract value of previous orders/bid successfully delivered – please indicate the contract values clearly;

9.5. List up to **five contactable references** of previous contracts in which **similar items** as requested in this tender was delivered. Contact numbers of references should be clearly stated; and

9.6. Complete the matrix below as part of your submission

ITEM		COMPLIANCE
9.6.1	Formal detailed quote/price schedule attached as per items stipulated in Section 3 and Section 4	Yes / No
9.6.2	Company profile attached	Yes / No
9.6.3	Years of experience	years
9.6.4	Rand value of completed contracts in the last two years	R
9.6.5	Listed up to 5 contactable references	Yes / No
9.6.6	All hardware products quoted on carry a full original manufacturer's guarantee	Yes / No
9.6.7	Kindly indicate if you are prepared to offer discount should payment be made within 30 days of delivery	%
9.6.8	Acceptance of the special conditions of contract	Yes / No

Failure to complete the matrix in Section 9 will lead to disqualification of the proposal during the verification process.

10. SPECIAL CONDITIONS OF CONTRACT

- 10.1. Failure to complete the submission matrix will lead to disqualification of the proposal during the verification process;
- 10.2. All logistics must be catered for in the proposal;
- 10.3. Quantities will differ per hardware/license item etc. and will be requested on an ad hoc basis during the contract period;
- 10.4. Requests for delivery might not be limited to the above stated items only, but the successful bidder may be required to deliver printing equipment other than the items included in the list above; and
- 10.5. Goods and services must be delivered within the specified time-frame after an official order was issued.

11. CONTACT DETAILS:

Contact Person:	
<u>Technical Enquiries</u>	Mr. Naeem Monga Tel: 083 371 1299 naeemm@sedibeng.gov.za Mr. Cedric Phokane Tel: 073 537 7866 cedricp@sedibeng.gov.za
<u>Supply Chain Enquiries</u>	Ms. Madikgomo Ramonana Tel:066 472 7253 madikgomor@sedibeng.gov.za

TECHNICAL EVALUATION COMMITTEE VENDOR SHEET: BID NUMBER 8/2/2/13-2023 TENDER FOR SUPPLY OF SPECIALIST ICT SERVICES, WEBSITE HOSTING etc.

PANEL MEMBER		
NAME OF BIDDER		
ITEM		COMPLIANCE / PRICE
1.1	Formal quote/price schedule attached as per items stipulated in Sections 3 and 4	Yes / No
1.2	Company profile attached	Yes / No
1.3	Years of experience	years
1.4	Rand value of completed contracts in the last two years	R
1.5	Listed up to 5 contactable references	Yes / No
1.6	All hardware products quoted carry a full original manufacturer's guarantee	Yes / No
1.7	Compliance with timeframe requirements	Yes / No
1.9	Acceptance of the special conditions of contract	Yes / No
<p>_____</p> <p>Signature of Panel Member Date</p>		

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TECHNICAL EVALUATION COMMITTEE VENDOR SCORE SHEET: BID NUMBER 8/2/2/13-2023 TENDER FOR SUPPLY OF SPECIALIST ICT SERVICES, WEBSITE HOSTING etc.

Values: 1 = Poor, 2 = Average, 3 = Good, 4 = Very Good, 5 = Excellent

PANEL MEMBER				
NAME OF BIDDER				
TECHNICAL AREA(S)	WEIGHTS	VALUES	SCORES	COMMENTS
Compliance with specification requirements of tender	70			
Contactable references as per scoring matrix <i>5 points for 5 or more contactable references 4 points for 4, 3 points for 3, 2 points for 2, and 1 point for less than 2 contactable references</i>	10			
Vendor Rand value of completed projects as per scoring matrix <i>5 points for over R300,000, 4 points for over R200,000 3 points for over R100,000, 2 points for over R50,000 1 point for less than R50,000</i>	10			
Quality of proposal	10			
Compliance with timeframe requirement	Yes / No (Automatic disqualification)			
Hardware (make and model) and software (supplier, name and version) clearly indicated	Yes / No (Automatic disqualification)			
TOTAL	100			
Total scored by the bidder on functionality: _____ x 100/500 = _____				
_____ Signature of Panel Member			_____ Date	

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PRICING SCHEDULE
(Professional Services)

Name of Bidder..... Bid Number: 8/2/2/13-2023 Closing Time: 12H00 Closing Date: Friday, 05 April 2024

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

Description	Quantity	Bid Price inclusive of all applicable taxes	Total
<i>HARDWARE</i>			
Firewall Hardware Equivalent to Dell PowerEdge server, 128 GB ram, 3 x 800 GB solid state drives to align with current infrastructure	2		
High-speed dual-band Wi-Fi router (specify make and model clearly)	1		
Any additional requirements/proposals (clearly indicate make and models etc.)			
<i>SERVICES and SOFTWARE</i>			
<i>PROVISIONING OF BANDWIDTH (last mile provider)</i>			
Dedicated Fibre 1:1 Contention 100 MBPS cost	1		
Management, monitoring and reporting fees	1		
Response time to bandwidth concerns			
<i>ANALYSIS OF INTERNET TRAFFIC</i>			
Proposed proxy traffic analyser	1		
NetFlow collector and analyser	1		
Management, monitoring and reporting fees	1		
<i>Web hosting services</i>			
Website domain hosting and technical support	1		
Website standard maintenance	1		
SSL licensing, installation and support	1		
<i>MAIL SCANNING</i>			
Provisioning of mail scanning services (450 users)	1		

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SDM Bid no.:8/2/2/13-2023

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Description	Quantity	Bid Price inclusive of all applicable taxes	Total
High availability (HA) cluster	1		
Management, monitoring and reporting fees	1		
Compliance to two (2) hour response time	Yes / No		
<i>FIREWALL SERVICES</i>			
Firewall software provisioning and support	2		
High availability (HA) cluster	1		
Firewall standard installation and maintenance	1		
User identity management with LDAP integration	1		
Backup, recovery and reconfigurations	1		
Support, maintenance and reporting	1		
Compliance with provisioning a firewall supporting bandwidth throughput of at least 1 Gb/s	Yes / No		
<i>Data routing, DHCP and DNS protocols</i>			
Setup, routing, troubleshooting, optimization etc.	1		
Compliance to two (2) hour response time	Yes / No		
<i>Provisioning and management of VPN</i>			
Services, support and reporting	1		
<i>Wireless provision and management</i>			
Services, setup, support and reporting	1		
<i>Anti-virus software and support</i>			
Anti-virus software (450 seats, 10 servers) <i>Clearly state proposed software with detailed technical specifications on functionality</i>	1		
Training, support, skills transfer, quarterly visits and reporting	1		

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

*Delete if not applicable

DECLARATION OF INTEREST

- 2. No bid will be accepted from persons in the service of the state¹.
- 3. 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 positioning relation to the evaluating/adjudicating authority.
- 4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

3.8 Are you presently in the service of the state?

Please ✓ one option:			
YES		NO	

3.8.1 If yes, furnish particulars.

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

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

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

3.9 Have you been in the service of the state for the past twelve months?

Please ✓ one option:			
YES		NO	

3.9.1 If yes, furnish particulars.....

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

Please ✓ one option:			
YES		NO	

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

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

Please ✓ one option:			
YES		NO	

3.11.1 If yes, furnish particulars
.....
.....

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

Please ✓ one option:			
YES		NO	

3.12.1 If yes, furnish particulars.
.....
.....

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

Please ✓ one option:			
YES		NO	

3.13.1 If yes, furnish particulars.
.....
.....

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

Please ✓ one option:			
YES		NO	

3.14.1 If yes, furnish particulars:
.....

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MBD 4-A
ATTACH COMPANY
REGISTRATION DOCUMENTS
HERE

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

(a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide

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goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Person with Disability owned <i>(medical certificate needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Locality <i>(Municipal rates account / lease agreement needed)</i>	4 points (Sedibeng or Gauteng TER Township based) 2 Points (Non-TER Gauteng based) 0 points (outside Gauteng Province)	
Women-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
51 % Black owned	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%)	

NB: For the Tenderer to complete

<i>(BBBEE Certificate / Affidavit needed)</i>	0 points (0%)	
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DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

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services to SDM
SDM Bid no.:8/2/2/13-

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....
Initial here

MBD 6-A
ATTACH BBB-EE CERTIFICATE / SWORN AFFIDAVIT
HERE

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) SEDIBENG DISTRICT MUNICIPALITY in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number 8/2/2/13-2023 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - 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;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the 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.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

Empty rectangular box for initials.

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference number 8/2/2/13-2023 datedfor the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. 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.

<i>DESCRIPTION OF SERVICE</i>	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

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SDM Bid no.:8/2/13-2023

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DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audialterampartem</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 <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? 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 <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js367bW

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**DEPARTMENT: SUPPLY CHAIN
MANAGEMENT**

Sedibeng District Municipality
P.O. Box 471
Vereeniging, 1930
Republic of South Africa
Tel: +27 16 450 3110
Fax: +27 86 682 9892

**PLEASE NOTE THAT THIS IS COMPULSORY
FAILURE TO PROVIDE AT LEAST 3 CONTACTEABLE REFERENCES MAY RENDER YOUR
SUBMISSION AS NON-RESPONSIVE**

Please provide at least 3 references

1. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
2. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
3. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
4. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
5. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....

Mobile.....

CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 38 (d) (i) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder, or any of its directors, whose municipal rates and taxes are in arrears for more than three months.

The purpose of this form is to obtain prove that municipal services, rates and taxes of the service provider, or any of its directors, are not more than three months in arrears with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business. **This form is to be completed only if the service provider's rates and taxes are not in arrears for more than three months.**

EACH BIDDER MUST COMPLETE THE BELOW CHECKLIST (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, please submit proof in the form of the original or certified copy of the bidder's municipal rates and taxes account.		
3. Does the bidder lease/rent the property where the business is situated?		
4. If yes provide the contact name and contact number of the lessor/landlord:		
Contact Name:	Contact Number:	
5. Please attach the copy of the lease agreement signed by the Landlord/ lessor and the tenant/lessee as proof.		

I (FULL NAMES), _____ OF (PHYSICAL ADDRESS)
_____ being a Director / principal shareholder, owner of company¹
(COMPANY NAME): _____

Hereby confirm that, the information submitted in this form is accurate, to the best of my knowledge.

Signature

NB: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR BID AS NON RESPONSIVE!

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MBD 8-A
ATTACH UTILITIES ACCOUNT OF
BIDDING COMPANY
HERE

MBD 8-B
ATTACH UTILITIES ACCOUNT OF
ALL DIRECTORS / OWNERS
HERE

MBD 8-C
ATTACH ADDITIONAL
LETTERS OF REFERENCE
(IF APPLICABLE)
HERE

DESCRIPTION	YES (√)	NO (X)
1. All pages are completely filled and signed by the authorized person:		
2. Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.		
3. Original BBBEE Certificate or Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.		
4. Original current account of water and lights/Rates and Taxes obtainable from any Local or Metropolitan Municipality has been attached		
5. In a case of Joint Ventures (JV)/Consortium, the JV agreement has been attached		
6. The bidder has provided at least three contactable references		
7. Company registration documents e.g. CK document has been attached, in a case of a Private/Public company, shareholding information e.g. share certificate, has been attached		
8. Central Supplier Database summary report.		
9. Submitted 2 copies		

ATTACH CENTRAL SUPPLIER DATABASE
REGISTRATION
HERE

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.

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

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

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

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Tender for the Appointment of Suitable Service Provider for the Supply of Specialist ICT Services for Website Hosting, Bandwidth and Firewall Services to the Sedibeng District

Municipality

(Bid Number 8/2/2/13-2023

in response to the invitation for the bid made by:

SEDIBENG DISTRICT MUNICIPALITY

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js9141w 4

FORM OF OFFER AND ACCEPTANCE

1) OFFER

The Employer, identified in the acceptance signature block, has solicited offer to enter into a Contract in respect of the following service:

TENDER No: 8/2/2/13-2023

The tenderer, identified in the offer signature block has examined the documents listed in the tender data and addenda thereto as listed in the tender 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 offer to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of R..... be determined in accordance with the conditions of contract identified in the Conditions of Contract.

**THE OFFERED PRICE IS R.....
(INCLUSIVE OF ALL APPLICABLE TAXES)**

This offer may be accepted by the Employer by signing the Acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Conditions of Tender, whereupon the Tenderer becomes the party named as the Service Provider in the Condition of Contract.

Signature(s):.....
.....

Name(s):.....
.....

Capacity for the
Tenderer:
...

Name and address of
organization).....

Name and
Signature of
Witness:..... Date:.....

2) ACCEPTANCE (TO BE COMPLETED BY SEDIBENG DISTRICT MUNICIPALITY REPRESENTATIVE)

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 the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender scheduled as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), 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 at, or just after, the date this agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement shall constitute a binding between the parties.

Signature(s):

.....

Name(s):

.....

Capacity for the SEDIBENG DISTRICT MUNICIPALITY (Employer):

.....

(Name and address of organization)

SEDIBENG DISTRICT MUNICIPALITY
CORNER BEACONSFIELD AVENUE & LESLIE STREET, VEREENIGING, 1930

Witness:..... Date:.....

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3) CREDIT ORDER INSTRUCTION

It is the policy of the Sedibeng District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker’s confirmation.

Name of Account Holder.....

Address:.....

.....

Name of Bank:.....

Name of Branch:.....

Branch Code:.....

Account Number:.....

Type of Account:.....

I/we hereby requested and authorize the Sedibeng District Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Sedibeng District Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake the inform the Sedibeng District Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days’ notice by prepaid registered post.

.....
Initials and Surname

.....
Authorized Signature

Date:.....

FOR BANK USE ONLY

I/We hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:

.....
AUTHORISED SIGNATURE(S)

OFFICIAL DATE STAMP

ALTERNATIVELY ATTACH A BANK STAMPED LETTER OF CONFIRMATION OF BANKING DETAILS NOT OLDER THAN 3 MONTHS