



**SUPPLY, INSTALLATION, AND MAINTENANCE OF BIOMETRIC ACCESS CONTROL,  
TIME, AND ATTENDANCE WITH INTEGRATION INTO PAYROLL AND RECORDS  
MANAGEMENT SYSTEM FOR PERIOD OF 3 YEARS**

**CONTRACT NO: HGDM 836/HGDM/2024**

**Enquiries: Mrs. TT Thiyane-Magaqa**

**Email: [mbanjwas@harrygwalm.gov.za](mailto:mbanjwas@harrygwalm.gov.za) & [khumalot@harrygwalm.gov.za](mailto:khumalot@harrygwalm.gov.za)**

**Harry Gwala District Municipality Offices  
40 Main Street, IXOPO, 3276**

<b>Name of Organization</b>	
<b>Physical Address</b>	
<b>Postal Address</b>	
<b>Contact Person</b>	
<b>Telephone &amp; Cell No.</b>	
<b>E-Mail Address</b>	
<b>Tender Price</b>	
<p><b>BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:</b></p> <ul style="list-style-type: none"><li>❖ The municipality is not obliged to appoint the cheapest tenderer and reserves a right not to accept any submission and to re-advertise if it so wishes.</li><li>❖ All quotations are to be submitted with the required supporting documents.</li><li>❖ Submit completed MBDs.</li><li>❖ The CSD report of the Bidder must be submitted.</li><li>❖ Non-Responsive Tenders: Valid tenders will be declared non-responsive and eliminated from further evaluation if: The tenderer has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act, 12 of 2004 or has been listed on National Treasury's database as a person prohibited from doing business with the public sector.</li><li>❖ Must provide a Municipal Levy Clearance Certificate/Municipal account of not older than three months from a municipality where the entity operates (lease agreements and sworn statements/affidavits are also accepted) Must submit rates clearance for the company. Failure to do so will result in disqualification</li></ul>	

***TABLE OF CONTENTS***

<b>ITEM NO.</b>	<b>DESCRIPTION</b>
1.	<b>Tender Advertisement</b>
2.	<b>Checklist</b>
3.	<b>Form of Offer and Acceptance</b>
4.	<b>Invitation to Bid</b>
5.	<b>Authority for Signatory</b>
6.	<b>Tender evaluation criteria</b>
7.	<b>Preference Points Claim Form</b>
8.	<b>Adjudication criteria</b>
9.	<b>Tax Compliance Status</b>
10.	<b>Certificate of Municipal account</b>
11.	<b>Banking Details</b>
12.	<b>Joint Venture Agreement</b>
13.	<b>Subcontractors Schedule</b>
14.	<b>Experience of Tenderer</b>
15.	<b>Past Supply Chain Practices</b>
16.	<b>Compulsory Enterprise Questionnaire</b>
17.	<b>Declaration of Interest</b>
18.	<b>Preferential Procurement Regulations, 2022</b>
19.	<b>Certificate of Independent Bid Declaration</b>
20.	<b>Declaration Procurement above R10 Million</b>
21.	<b>Record of Addenda Issued</b>
22.	<b>Eligibility Criteria</b>
23.	<b>Reference Letters Schedule</b>
24.	<b>Company Profile</b>
25.	<b>Database Registration</b>
26.	<b>Scope of Works</b>
27.	<b>Pricing Schedule</b>
28.	<b>General Conditions of Tender</b>
29.	<b>General Conditions of Contract 2015</b>



## HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

### OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8705 Fax: (039) 834 1701

Email: [Kunenes@harrygwaladm.gov.za](mailto:Kunenes@harrygwaladm.gov.za)

### ADVERTISEMENT

### INVITATION TO BID

### SUPPLY, INSTALLATION, AND MAINTENANCE OF BIOMETRIC ACCESS CONTROL, TIME, AND ATTENDANCE WITH INTEGRATION INTO PAYROLL AND RECORDS MANAGEMENT SYSTEM FOR PERIOD OF 3 YEARS

Harry Gwala District Municipality hereby requests suitably experienced Service Providers for the provision of supply, installation, and maintenance of biometric access control, time, and attendance with integration into payroll for a period of 3 years. Service providers are required to comply with normal business ethics.

PROJECT NAME	TENDER NUMBER	CLOSING DATE
SUPPLY, INSTALLATION, AND MAINTENANCE OF BIOMETRIC ACCESS CONTROL, TIME, AND ATTENDANCE WITH INTEGRATION INTO PAYROLL AND RECORDS MANAGEMENT SYSTEM FOR PERIOD OF 3 YEARS	Contract No. HGDM 836/HGDM/2024	16 MAY 2024 @ 12h00

### Invalid or non-submission of the following documents will lead to immediate disqualification.

- Central Supplier database registration
- Utility bill: municipal statement/ Affidavid/ Lease agreement confirming non-payment of municipal services.
- JV Agreement (if applicable).
- A signed MBD4 form must be submitted with all bids (available on our website or at reception)

### The following will apply in all the above bids:

- Valid tax certificate or SARS pin
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- All tenders must be valid for 90 days after the tender closing date.
- 80/20 Preference point system will be used in Evaluation. Functionality will be calculated first
- 20 points will be allocated for specific goals.
- All tenders above R10 million must have audited annual financial statements.

## Stage 1:

### ASSESSMENT OF FUNCTIONALITY

- Only service providers who achieve a minimum of points of the total available points will qualify for stage two of the Evaluation process. Functionality criteria are as follows:
- Company Experience (50 points)
- Expertise Project Leaders (25 points)
- Expertise project technician team(15 points)
- Project Implementation Plan (10 points)

## Stage 2:

### PRICE AND PREFERENTIAL POINTS

- The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for specific goals that are on **RDP Goals**. Bidders must submit the required documentation to claim preference points.

Specific Goals	80/20 PP	Verification method
<b>Reconstruction and Development:</b>		
<b>Promotion of Local Business(s)</b>		
1. Enterprise Located in Harry Gwala District Municipality.	20	A certified ID copies of the Director/s, CSD (Central Supplier Database) summary report/ shareholders certificate / Sworn-Affidavit for EME or QSE General / Bank Confirmation Letter / A certified co-company registration/ Shareholder certificates /proof of residential/ Utility Bill / CIPC
2. Enterprise Located within the province of KwaZulu-Natal but outside Harry Gwala District Municipality.	15	A certified ID copy of the Director/s, CSD (Central Supplier Database) summary report/ shareholders certificate / Sworn-Affidavit for EME or QSE General / Bank Confirmation Letter / certified co-company registration/ Shareholder certificates /proof of residential/ Utility Bill / CIPC
3. Enterprise Located within the Republic of South Africa but outside KwaZulu-Natal.	10	A certified ID copy of the Director/s, CSD (Central Supplier Database) summary report/ shareholders certificate / Sworn-Affidavit for EME or QSE General / Bank Confirmation Letter / A certified co-company registration/ Shareholder certificates /proof of residential/ Utility Bill / CIPC

## DOCUMENTS

Bid documents will be available from **08 MAY 2024** between 08:00 to 16:00 from the Finance Department (40 Main Street Ixopo) upon a non-refundable fee of R300 will be charged per document. **The documents can also be downloaded from the municipal website: [www.harrygwalam.gov.za](http://www.harrygwalam.gov.za)**

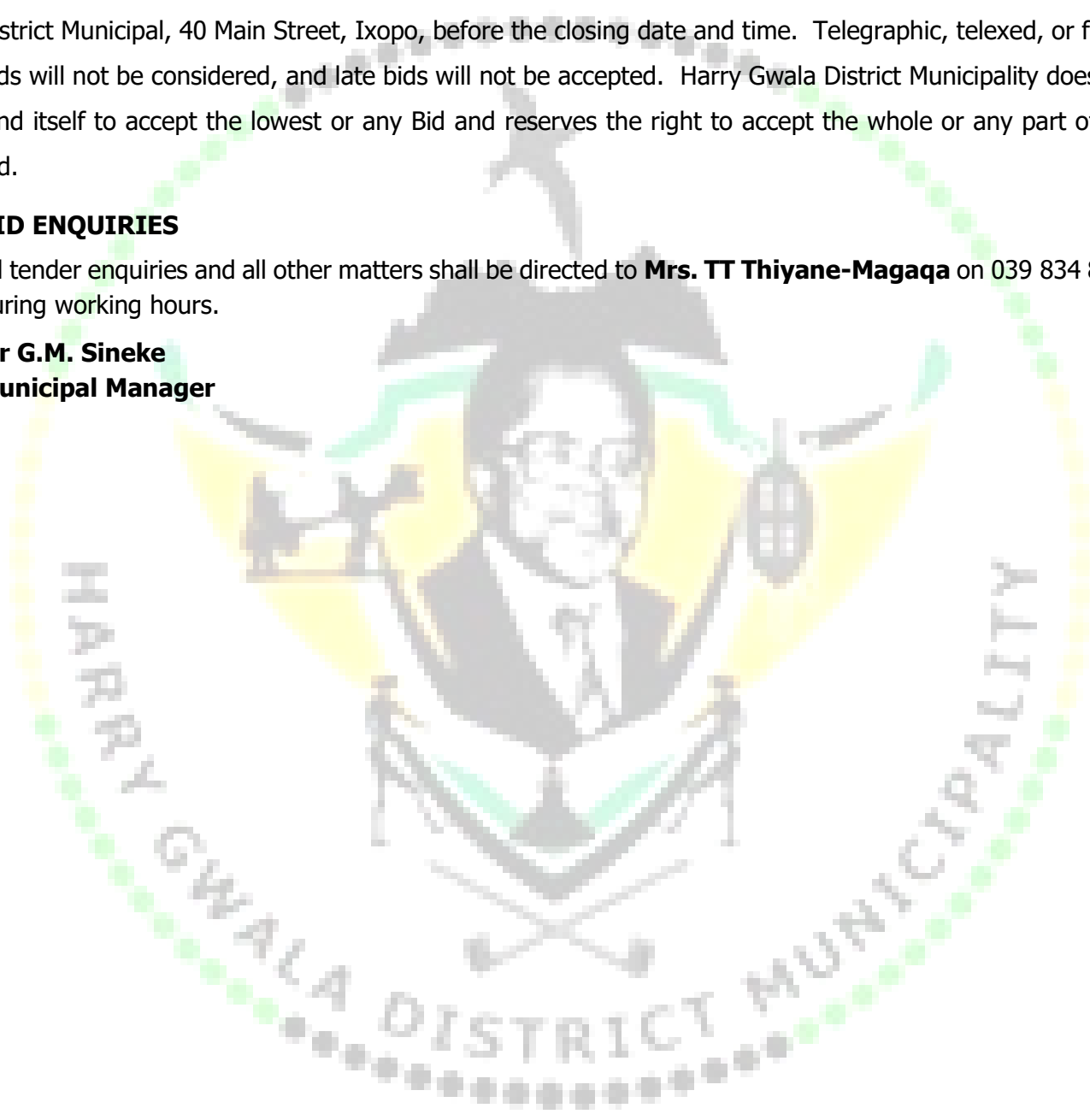
## **CLOSING DATE**

The closing date for the bidders is **on the 16 MAY 2024 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labeled with the name of the project on the outside of the envelopes addressed to **The Municipal Manager**. Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed, or faxed bids will not be considered, and late bids will not be accepted. Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

## **BID ENQUIRIES**

All tender enquiries and all other matters shall be directed to **Mrs. TT Thiyane-Magaqa** on 039 834 8700 during working hours.

**Mr G.M. Sineke**  
**Municipal Manager**



## CHECKLIST

**PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:**

No	Description	For Official Use Only	
1.	<b>Authority to Sign a Bid</b> Is the form duly completed and is a certified copy of the resolution attached?		
2.	<b>Tax Compliance Status (TCS)</b> Tax compliant with a TCS PIN number		
3.	<b>Declaration of Interest</b> Is the form duly completed and signed?		
4.	<b>Declaration of Past Supply Chain Practices</b> Is the form duly completed and signed?		
5.	<b>Certificate of Independent Bid Determination</b> Is the form duly completed and signed?		
6.	<b>Certificate of Payment of Municipal Accounts</b> Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested?		
7.	<b>Experience of Tenderer</b> Is the form duly completed with relevant experience detailed and signed? Are three valid reference letters attached?		
8.	<b>Scope of Works</b> Is the form duly completed and signed?		
9.	<b>PSIRA Requirements</b> Is proof of company and employee's registration with PSIRA attached?		
10.	<b>Public Insurance Liability</b> Is proof of a Public Liability Insurance Policy to the value of at least R5 Million attached?		
11.	<b>Form of Offer</b> Is the form duly completed and signed?		
12.	<b>Database Registration and Central Supplier Database registration (CSD)</b> Is the form duly completed and signed? Are ALL the supporting documents attached?		

<b>SIGNATURE</b>		<b>NAME (PRINT)</b>	
<b>CAPACITY</b>		<b>DATE</b>	
<b>NAME OF FIRM</b>			

**FORM OF OFFER AND ACCEPTANCE**

**SUPPLY, INSTALLATION, AND MAINTENANCE OF BIOMETRIC ACCESS CONTROL, TIME, AND ATTENDANCE WITH INTEGRATION INTO PAYROLL RECORDS MANAGEMENT SYSTEM FOR A PERIOD OF 3 YEARS  
HGDM 836/HGDM/2024**

**OFFER**

The employer, identified in the acceptance signature block, has solicited offers to enter a contract for:

**SUPPLY, INSTALLATION, AND MAINTENANCE OF BIOMETRIC ACCESS CONTROL, TIME, AND ATTENDANCE WITH INTEGRATION INTO PAYROLL RECORDS MANAGEMENT SYSTEM FOR A PERIOD OF 3 YEARS**

The tenderer, identified in the offer signature block, has examined 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 the tender.

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

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE-ADDED TAX IS**

.....  
..... Rand (in words);

R..... (in figures) (or other suitable wording)

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 tender data, whereupon the tenderer becomes the party named as the service provider in the conditions of contract identified in the contract data.

Signature(s) .....

Name(s) .....

Capacity .....

For the

Tenderer .....  
(Name of organization)

Name and Signature of

Witness ..... Date .....

**ACCEPTANCE (To be completed by the Employer)**

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 tenderer the amount due in accordance with the conditions of the contract identified in the contract data. Acceptance of the tenderer’s offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part 1 Agreements and tender document, (which includes this agreement)
- Part 2 Pricing data
- Part 3 Scope of work

and any drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender document and any addenda thereto as listed in the tender schedules 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 Record of Addendum 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 tender document) 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 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, this agreement shall constitute a binding contract between the parties.

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**FOR OFFICIAL USE ONLY:**

<b>NAME</b>		
<b>SIGNATURE</b>		
<b>CAPACITY (tick one)</b>	Municipal Manager	Chief Financial Officer
<b>FOR THE EMPLOYER</b>	<b>HARRY GWALA DISTRICT MUNICIPALITY, 40 MAIN STREET, IXOPO 3276</b>	



<b>NAME OF WITNESS</b>		<b>DATE</b>	
<b>SIGNATURE OF WITNESS</b>			



# INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE HARRY GWALA DISTRICT MUNICIPALITY**

BID NUMBER: HGDM 836/HGDM/2024      CLOSING DATE: .....

CLOSING TIME: 12H00

**DESCRIPTION OF SUPPLY, INSTALLATION, AND MAINTENANCE OF BIOMETRIC ACCESS CONTROL, TIME, AND ATTENDANCE WITH INTEGRATION INTO PAYROLL RECORDS MANAGEMENT SYSTEM FOR A PERIOD OF 3 YEARS**

**The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).**

DEPOSITED IN THE BID BOX SITUATED AT

**40 MAIN STREET (HGDM Main Office)  
IXOPO  
3276**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF THE CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF THE CONTRACT

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. PPPFA & associated regulations
5. Eligibility Criteria

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition

**THE FOLLOWING PARTICULARS MUST BE FURNISHED**  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

on MBD 4 attached)

HGDM 836/HGDM/2024

NAME OF BIDDER .....

POSTAL ADDRESS .....

PHYSICAL ADDRESS .....

EMAIL ADDRESS .....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE .....NUMBER.....

VAT REGISTRATION NUMBER .....

HAS AN ORIGINAL TAX CLEARANCE CERTIFICATE BEEN ATTACHED (MBD 2)? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO  
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER .....

DATE ...../...../.....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

TOTAL BID PRICE.....

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Municipality:** Harry Gwala District Municipality

**Department:** Budget and Treasury

**Contact Person:** Mrs T Khumalo

**Email:** [khumalot@harrygwaladm.gov.za](mailto:khumalot@harrygwaladm.gov.za)

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Mrs. TT Thiyane-Magaqa

**Email:** [magaqat@harrygwaladm.gov.za](mailto:magaqat@harrygwaladm.gov.za)

## AUTHORITY FOR SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

### A. Certificate for Company

I, ..... chairperson of the board of .....  
 ....., hereby confirm that by resolution of the board  
 (copy attached) taken on ..... 202....., Mr/Ms .....  
 acting in the capacity of ....., was authorized to sign all documents in connection  
 with this tender for **HGDM...../HGDM/2023**  
 and any contract resulting from it on behalf of the company.

#### As witnesses:

1. ....Chairman: .....
2. .... Date: ...../...../.....

### B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as .....  
 ....., hereby authorize  
 Mr/Ms ....., acting in the capacity of .....  
 ....., to sign all documents in connection with this  
 tender for

**HGDM816/HGDM/2024** and any contract resulting from it on our behalf.

Name	Address	Signature	Date


*Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

**C. Certificate for Joint Venture**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby

authorise Mr/Ms ....., authorized signatory of the company

....., acting in the capacity of lead partner, to sign all documents in connection with this tender for **HGDM 836/HGDM/2024** and any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

Name of Firm	Address	Authorizing Name and Capacity	Authorizing Signature
Lead Partner:			

**D. Certificate for Sole Proprietor**

I, ....., hereby confirm that I am the sole owner of the business trading as .....

**As witnesses:**

1. .... Sole Owner: .....

2. .... Date: ...../...../.....

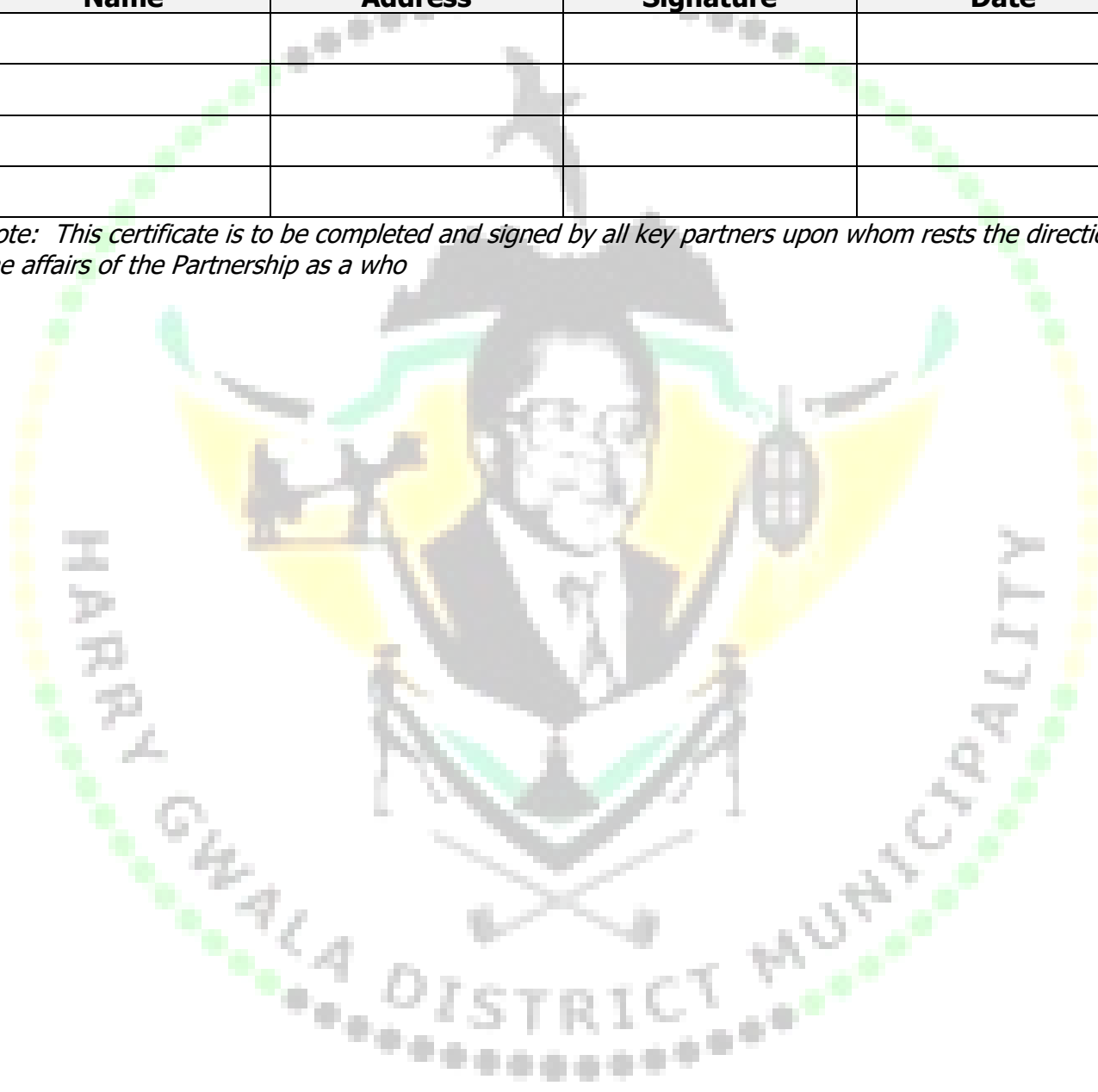
**E. Certificate for Close Corporation**

We, the undersigned, being the key members in the business trading as ....., hereby authorize Mr/Ms .....

acting in the capacity of ....., to sign all documents in connection with this tender for **HGDM 836/HGDM/2024** and any contract resulting from it on our behalf.

Name	Address	Signature	Date

*Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a who*



**A. EVALUATION CRITERIA – STAGE ONE**

Assessment of functionality. Only service providers who will achieve a minimum of 60 % of the total available points, by the criteria will qualify for stage two of the evaluation. The formula will be used to calculate Functionality using the criteria mentioned below.

Functionality Criteria	Points Allocation	Weight 5-1	Value 100%
<p>Company Experience in similar Previous Clocking System projects conducted (Biometric) (attached appointment letters with reference letters signed)</p>	<p>7 or more projects of related work experience in the supply, installation, and maintenance of biometric access control, time, and attendance with integration into payroll</p>	5	10
	<p>4-6 projects of related work experience in the supply, installation, and maintenance of biometric access control, time, and attendance with integration into payroll</p>	4	
	<p>1-3 projects of related work experience in the supply, installation, and maintenance of biometric access control, time, and attendance with integration into payroll</p>	0	
<p><b>EXPERTISE PROJECT LEADERS</b> (Attach Qualifications/ Certificates of team members' detailed CVs, certified copies of qualifications/certificates, registered with IITPSA, CSSA, and any other related ICT registration body.)</p>	<p><b>Project team Leaders</b> 6-10 years of relevant experience Project management, Degree in Information Technology OR relevant ICT qualification, Qualification in Human/ Payroll qualification, Biometric Hardware and Software certificate.</p>	5	5
	<p><b>Project Team Members: -</b> 3-5years' experience Project management, Degree in Information Technology OR relevant ICT qualification, Qualification in Human/ Payroll qualification, Biometric Hardware and Software certificate.</p>	2	
	<p><b>Project Team Members: -</b> 1-2years' experience</p>	1	

	Project management, Degree in Information Technology OR relevant ICT qualification, Qualification in Human/ Payroll qualification, Biometric Hardware and Software certificate		
<b>EXPERTISE PROJECT TECHNICIANS TEAM MEMBERS</b>  (Attach Qualifications/ Certificates of team members' detailed CVs, certified copies of qualifications/certificates,	<b>Project Technician Members</b> More than 5 certified technical resources with more than five (5) years experience on similar projects.	5	3
	3-4 certified technical resources with (3-4) years experience on similar projects	2	
	1-3 certified technical resources with (0-4) years experience on similar projects	1	
Project Implementation Plan	A well-presented detailed project implementation plan Methodology	5	2
	Poor or no project management methodology	0	
<b>TOTAL</b>			100

$$P_s = \frac{S_o}{M_s} \times 100$$

where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bid under consideration

Ms = maximum possible score



**Stage 2: This bid will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2022) as follows:**

Specific Goals	80/20 PP	Verification method
<b>Reconstruction and Development:</b>		
<b>Promotion of Local Business(s)</b>		
1. Enterprise Located within Harry Gwala District Municipality.	20	A certified ID copies of Director/s, CSD (Central Supplier Database) summary report/ shareholders certificate / Sworn-Affidavit for EME or QSE General / Bank Confirmation Letter / A certified co company registration/ Shareholder certificates /proof of residential/ Utility Bill / CIPC
2. Enterprise Located within the province of KwaZulu-Natal but outside Harry Gwala District Municipality.	15	A certified ID copies of Director/s, CSD (Central Supplier Database) summary report/ shareholders certificate / Sworn-Affidavit for EME or QSE General / Bank Confirmation Letter / A certified co company registration/ Shareholder certificates /proof of residential/ Utility Bill / CIPC
3. Enterprise Located within the Republic of South Africa but outside KwaZulu-Natal province.	10	A certified ID copies of Director/s, CSD (Central Supplier Database) summary report/ shareholders certificate / Sworn-Affidavit for EME or QSE General / Bank Confirmation Letter / A certified co company registration/ Shareholder certificates /proof of residential/ Utility Bill / CIPC

**SUB-CONTRACTING**

8.1 Will any portion of the contract be subcontracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) What percentage of the contract will be subcontracted? .....
- (ii) the name of the sub-contractor .....
- (iii) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**DECLARATION ABOUT COMPANY/FIRM**

9.1 Name of firm : .....

9.2 VAT registration number : .....

9.3 Company registration number: .....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.  
[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated .....

Registered Account Number .....

Stand/ERF Number .....

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS? .....

- (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 paragraph 7, the service provider may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

**WITNESSES:**

1. ....

1. ....

.....

SIGNATURE(S) OF BIDDER(S)

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TENDER ADJUDICATION CRITERIA**

1. The 80/20 adjudication criteria will apply when this Tender is adjudicated, and points will be allocated as follows:-

Price:	80 Points
Preference Points:	20 Points
Total	100 Points

Preference Points will be awarded in terms of the Preferential Procurement Regulations, 2017.

**A. AWARDING OF CONTRACT, COMPLETION AND PENALTIES**

1. This Bid is subject to the General Conditions of the Contract (GCC) and, if applicable, any other Special Conditions of the Contract.
2. The date of commencement of the Contract will be advised after adjudication of the Tender.
3. Tenderers shall furthermore note that goods or services will not be considered acceptable and consequently their obligations not fulfilled should goods or services fail to comply with the specifications in the Tender document.
4. Where the supplier fails to render the services within the stipulated period, or should services rendered be deemed not to the satisfaction of the Harry Gwala District Municipality, the tenderer will receive written notice of poor performance. Failure to address performance issues could result in the entire contract being reviewed or canceled.

**B. PAYMENTS**

1. Payments will be made within 30 days of the certified invoice date.
2. Tenders must clearly state all settlement and trade discounts.
3. Any additional payment for extra work carried out on a contract will only be made provided that the service provider is issued with a variation order by an authorized Harry Gwala District Municipality official.
4. The Harry Gwala District Municipality hereby indemnifies itself from any claims whatsoever, which may arise as a result of loss of income suffered by the tenderer for any reason directly or indirectly during the course of this Tender and the Harry Gwala District Municipality reserves the right to consider compensation at its terms.

**C. TAX**

1. Tenderers are requested to attach the tax pin from the revenue office to indicate their standing regarding Tax matters.

SIGNATURE: ..... DATE: .....

(Of person authorized to sign on behalf of the Tenderer)

## A) TAX COMPLIANCE STATUS (TCS) SYSTEM REQUIREMENTS

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

To verify your tax compliance status on eFiling, the person or entity will require your tax reference number and PIN number.

**TAX REFERENCE NUMBER** \_\_\_\_\_

**PIN NUMBER** \_\_\_\_\_

Visit [www.sars.gov.za](http://www.sars.gov.za) for the process to verify TCS PIN.

What is the Tax Compliance Status system?

1. Tax Compliance Status (TCS) replaced the Tax Clearance Certificate system which was previously used by SARS.
2. The new TCS system allows you to obtain a TCS PIN in real-time, instead of a manual Tax Certificate.

What do I need to be tax compliant?

To be tax compliant, you should make sure that:

1. You are registered for all required tax types
2. You submit all your tax returns on time.
3. Pay all your tax debt on time

How to obtain a TCS PIN via eFiling?

Make sure you have Adobe Flash installed and enabled on your computer or laptop. Visit [www.adobe.com](http://www.adobe.com) to download.

1. Logon to eFiling  
If you are not yet an eFiler, register at [www.sarsefiling.co.za](http://www.sarsefiling.co.za).  
You need to be registered for eFiling and have one tax type activated on your eFiling profile, to activate the TCS service.
2. Activate your TCS service  
You only need to activate your Tax Compliance Status once, and it will remain active.  
Once you have activated the service, you will see the "My Compliance Profile" on the screen.

If you are registered for more than one tax type and you have not yet merged the tax types into one registered profile, it is recommended that you complete the "Merge Entities" function to see a compliance profile of all taxes.

3 . View your "My Compliance Profile"

Your compliance status will be displayed against the following compliance requirements:

- Registration status
- Submission of returns
- Debt
- Relevant supporting documents.

A color-coded profile will appear to indicate whether you are tax-compliant for each compliance requirement listed above.

Green - Your tax matters are in order and the taxpayer is tax-compliant

Red - Your tax matters are not in order and the taxpayer is not tax compliant.

4. Request PIN on eFiling To request a PIN go to "My Compliance Profile":

- Select the Tax Compliance Status Request option
- Select the type of TCS for which you would like to apply.

You will have the following options:

- » Good standing
- » Tender
- » Foreign Investment Allowance (Individuals only)
- » Emigration (Individuals only)

- Complete the Tax Compliance Status Request and submit it to SARS.

SIGNATURE OF TENDERER: .....

DATE: .....

## CERTIFICATE FOR MUNICIPAL SERVICES

Information required in terms of the Harry Gwala District Municipality's Supply Chain Management Policy. The latest municipal services account statement must be attached.

DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003) - (To be signed in the presence of a Commissioner of Oaths)

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no .....), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the HARRY GWALA Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to complete this schedule properly and truthfully may result in the tender being disqualified, and/or if the tenderer is successful, the cancellation of the contract.

**Tender Number: HGDM 836/HGDM/2024**

**Name of the Tenderer:** \_\_\_\_\_

**FURTHER DETAILS OF THE BIDDER/S: Proprietor / Director(s) / Partners, etc:**

Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all the names, please attach the additional details to the Tender document.

Name of Director / Member / Partner	Identity Number	Physical <b>residential</b> address of Director / Member / Partner	Municipal Account number(s)


I, \_\_\_\_\_, the undersigned, (full name in block letters) certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

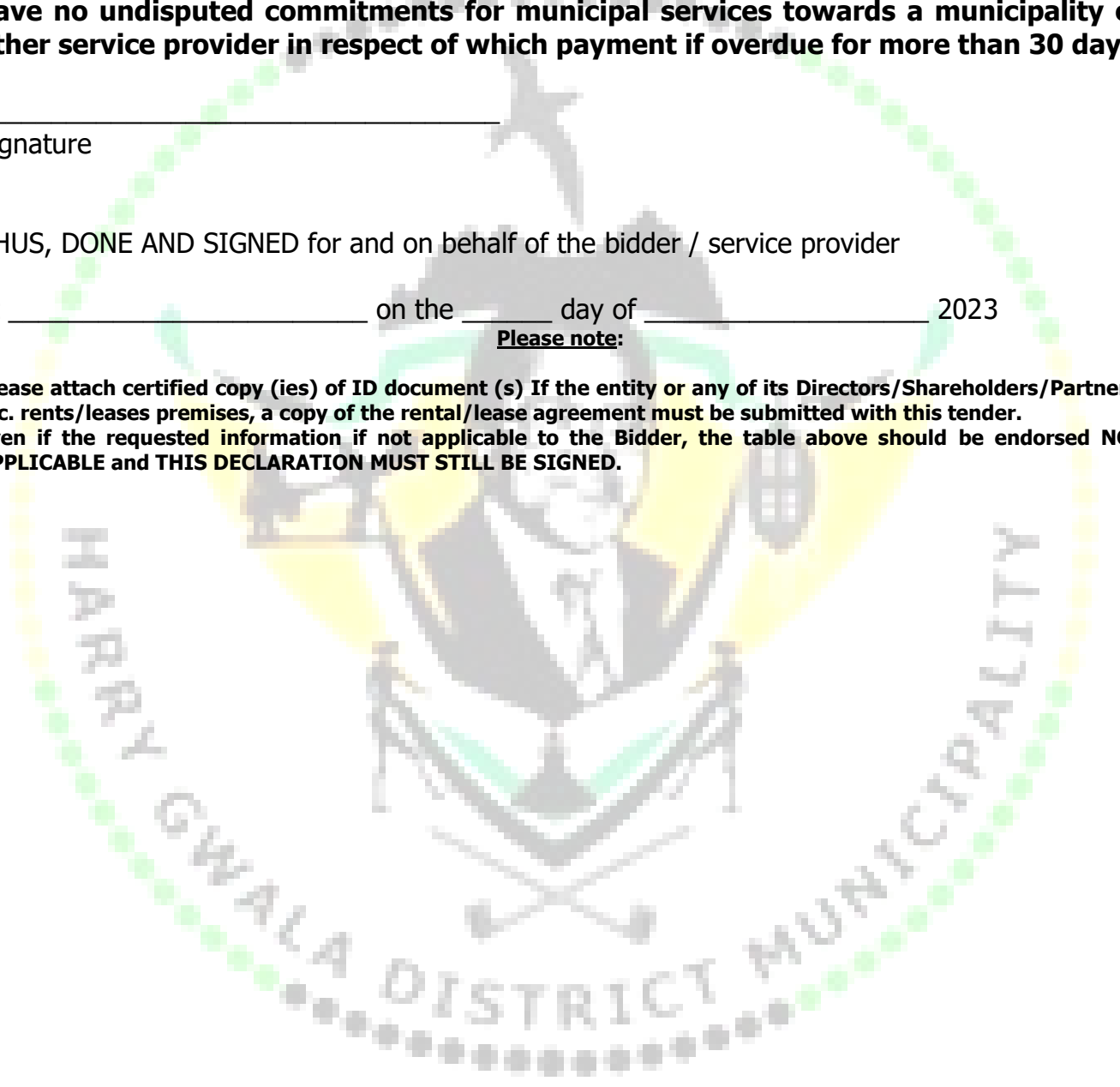
\_\_\_\_\_  
Signature

THUS, DONE AND SIGNED for and on behalf of the bidder / service provider

at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2023

**Please note:**

**Please attach certified copy (ies) of ID document (s) If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender. Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED.**



**BANKING DETAILS**

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

<b>ACCOUNT HOLDER</b>	
<b>NAME OF BANK</b>	
<b>ACCOUNT NUMBER</b>	
<b>ACCOUNT TYPE</b>	
<b>BRANCH NAME</b>	
<b>BRANCH CODE</b>	
<b>BRANCH CONTACT PERSON</b>	
<b>PHONE NUMBER</b>	
<b>FAX NUMBER</b>	

I/we hereby request and authorise the Harry Gwala District Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we further undertake to inform the Harry Gwala 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.

**Alternatively, the tenderer may submit a letter/declaration from his bank worded as above, providing the required details and signed by an appropriate Bank Official (attached to this page).**

**FOR BANK USE ONLY**

<p>I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:</p>   <p>.....</p> <p>AUTHORISED SIGNATURE(S)</p>	<p>OFFICIAL DATE STAMP</p>
---	----------------------------



**JOINT VENTURE AGREEMENT**

This returnable schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr./Ms. ...., authorised signatory of the company, close corporation or partnership ...., acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead Partner		Signature:
		Name:
		Designation:
		Signature:
		Name:
		Designation:
		Signature:
		Name:
		Designation:

**Note:**

A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture shall be appended to this schedule.

Service providers intending to tender in the form of Joint Ventures/Consortiums must submit the following documentation together with the tender:

1. Original and valid tax clearance certificate of all parties of the Joint Venture/Consortium;
2. An undertaking duly signed by all parties of the Joint Venture/Consortium indicating their intention to enter into an agreement for the purposes of the contract and;
3. A consolidated valid and original or certified copy of their B-BBEE Status level verification certificate obtainable from a verification agency accredited by SANAS or a registered auditor approved by the Independent Regulatory Board of Auditors (IRBA).

Further to the above, the name of the Joint Venture/Consortium must appear on the relevant pages of document. Failure to comply with these requirements shall lead to disqualification.

SIGNATURE OF TENDERER: .....

DATE: .....

**EXPERIENCE OF TENDERER**

The following is a statement of work of a similar nature (E.g., supply, installation, and maintenance of biometric access control, time, and attendance with integration into payroll) successfully executed by myself/ourselves:

EMPLOYER: CONTACT PERSON AND TELEPHONE NUMBER	DESCRIPTION OF WORK	VALUE OF WORK (inclusive of VAT)	CONTRACT END DATE
(name)			
(tel.)			
(email)			
(fax)			
(name)			
(tel.)			
(email)			
(fax)			
(name)			
(tel.)			
(email)			
(fax)			
(name)			
(tel.)			
(email)			
(fax)			

**A separate schedule, clearly referenced, may be inserted here.**

Bidders must have specific experience and submit appointment letters as well as references (in the form of written proof/(s) on the organization’s letterhead ad including relevant contact person, nature of service, contract amount, commencement date, telephone number, fax number, and email addresses) of similar work undertaken.

SIGNATURE: ..... DATE: .....  
 (of person authorised to sign on behalf of the Tenderer)

**EXPERIENCE OF TENDERER (Cont.)**

The following is a statement of work of a similar nature (E.g. supply, installation, and maintenance of biometric access control, time, and attendance with integration into payroll and records management system) successfully executed by /ourselves

EMPLOYER: CONTACT PERSON AND TELEPHONE NUMBER	DESCRIPTION OF WORK	VALUE OF WORK (inclusive of VAT)	CONTRACT END DATE
(name)			
(tel.)			
(email)			
(fax)			
(name)			
(tel.)			
(email)			
(fax)			
(name)			
(tel.)			
(email)			
(fax)			
(name)			
(tel.)			
(email)			
(fax)			

**A separate schedule, clearly referenced, may be inserted here.**

Bidders must have specific experience and submit appointment letters as well as references (in a form of written proof/(s) on organization’s letter head ad including relevant contact person, nature of service, contract amount, commencement date, telephone number, fax number and email addresses) of similar work undertaken

SIGNATURE: ..... DATE: .....  
 (of a person authorized to sign on behalf of the Tenderer)

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of the 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 has:
  - (a) abused the municipality's / municipal entity's supply chain management system or committed improper conduct about such system;
  - (b) been convicted for fraud or corruption during the past five (5) years;
  - (c) willfully neglected, reneged on, or failed to comply with any government, municipal, or other public sector contract during the past five (5) 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. **To give effect to the above, the following questionnaire must be completed and submitted with the bid:**

Item	Question	Response	
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audialterampartem</i> rule was applied)</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <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 Corrupt Activities Act (No. 12 of 2004)?  <b>(To access this Register enter the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-3265445</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <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 (5) years?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

4.3.1	If so, furnish particulars		
4.4	Does the bidder or any of its directors owe any municipal rates and taxed or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity that is in arrears for more than three (3) months?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <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 the State terminated during the past five (5) years on account of failure to perform on or comply with the contract?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
4.5.1	If so, furnish particulars		

**CERTIFICATION**

I, THE UNDERSIGNED (Name) .....

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.

.....  
 .....  
**Signature**

**Date**

## COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:** .....

**Section 2: VAT registration number, if any:** .....

### Section 3: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

### Section 4: Particulars of companies and close corporations

Company registration number .....

Close corporation number .....

Tax reference number .....

### Section 5: Record of 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:

- |  |   |
|--|---|
| <input type="checkbox"/> 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 legislature                                | <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                   |   |

**If any of the above boxes are marked, disclose the following:**

		<b>Status of service</b>
--	--	--------------------------

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	(tick appropriate column)	
		current	Within last 12 months

\*insert separate page if necessary

### Section 6: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a 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 been in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> 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 legislature                                | <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                   |   |

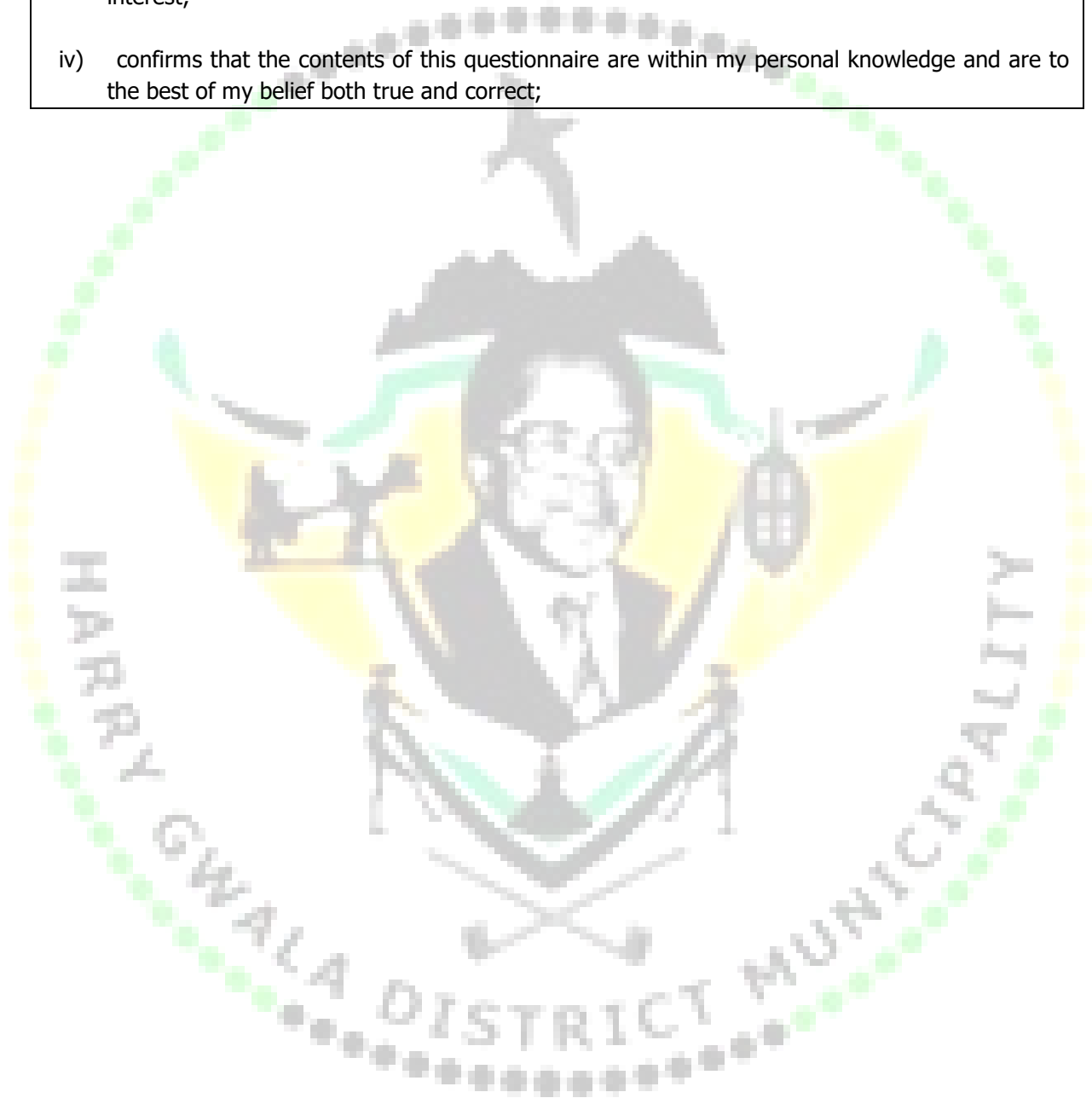
Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

\*insert separate page if necessary

The undersigned, who warrants that he/she is duly authorised 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 fraud 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;
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct;





**MBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offer in terms of this invitation to bid. In view of possible allegations of favoritism, 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 authorized representative declare their position in relation to the evaluating/adjudicating authority.

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

- 3.1 Full Name of bidder or his or her representative:.....
- 3.2 Identity Number: .....
- 3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....
- 3.4 Company Registration Number: .....
- 3.5 Tax Reference Number:.....
- 3.6 VAT Registration Number: .....
- 3.7 The names of all directors / trustees / shareholders members, their individual identity

Numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars.....

.....

<sup>1</sup>MSCM 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.

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

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

3.9.1 If yes, furnish particulars.....  
 .....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?.....**YES / NO**

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

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

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

3.12 Are any of the company’s directors, trustees, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

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

3.13 Are any spouse, child or parent of the company’s director’s trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?  
**YES / NO**

3.14.1 If yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity Name of Bidder**

**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**

**2. GENERAL CONDITIONS**

2.1 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).

**2.2 To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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.

2.3 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.

**2.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	
<b>SPECIFIC GOALS</b>	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 2.5 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.
- 2.6 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.

### 3. DEFINITIONS

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

### 4. 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:

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....



## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids.**

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
\_\_\_\_\_  
(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_

\_\_\_\_\_ that:  
(Name of Bidder)

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

- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are

suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



**DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing? **\*YES / NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....  
.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?  
**\*YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

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

\* Delete if not applicable

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

**\*YES / NO**

3.1 If yes, furnish particulars

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

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

**\*YES / NO**

4.1 If yes, furnish particulars

.....  
.....

**CERTIFICATION**

**I, THE UNDERSIGNED (NAME)**

.....

**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.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.		
	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		

*Attach additional pages if more space is required.*

**Failure to acknowledge any addendum released by Harry Gwala District Municipality may result in your tender submission being declared non-responsive.**

SIGNATURE: .....

DATE:

.....

(Of person authorised to sign on behalf of the Tenderer)

## **ELIGIBILITY CRITERIA**

Tender offers will only be accepted if:

1. The tenderer submits **a valid** Tax Compliance Status (TCS) Pin by the South African Revenue Services or has decided to meet outstanding tax obligations.
2. The tenderer has purchased the tender document or downloaded it from the HGDM website ;
3. The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 person prohibited from doing business with the public sector.
4. The tenderer has not:
  - a. abused the Employer's Supply Chain Management System; or
  - b. failed to perform on any previous contract and has been given a written notice to this effect;
5. The tenderer has completed the Declaration of Interest and Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;
6. The tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges or 30 days if the value of the bid exceeds R10 Million. The latest municipal account is to be attached;
7. The tenderer is required to complete the Banking Details schedule;
8. Proof that the company has qualified personnel and technicians.
9. A Joint-Venture Agreement, if applicable, must be submitted with tender;
10. The tender offer is signed by a person authorized to sign on behalf of the Tenderer;



11. Submit proof of a Public Liability Insurance Policy to the value of at least R10 Million providing cover against all claims (including claims related to the use or misuse), against the Council, service provider or its employees;

12. All returnable schedules are to be completed and all relevant certificates attached where indicated.



**REFERENCE LETTERS**

Bidders must have specific experience and submit a recent reference (in a form of written proof/(s) on organization’s letterhead including relevant contact person, nature of service, contract amount, commencement date, telephone number, fax number and email addresses) of similar work undertaken.

**Reference Letters are to be signed and dated.**

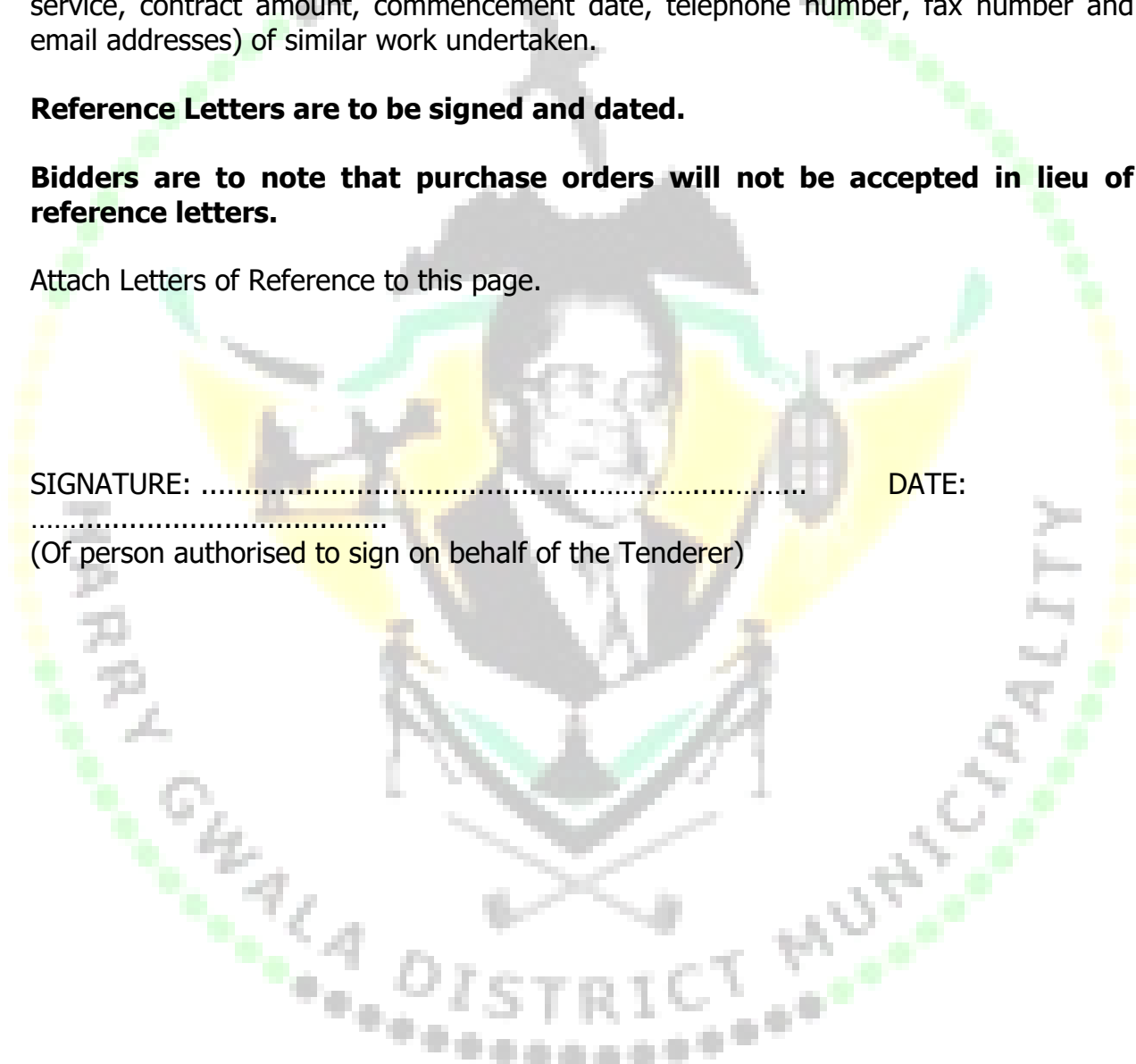
**Bidders are to note that purchase orders will not be accepted in lieu of reference letters.**

Attach Letters of Reference to this page.

SIGNATURE: .....

DATE:

.....  
(Of person authorised to sign on behalf of the Tenderer)



**COMPANY PROFILE**

Bidders are required to submit a Company Profile that records their ability to undertake specific tasks.

The Company Profile must include the following items:

- A detailed list of services provided by the company.
- Detailed equipment provided by the company.
- Details of personnel (organogram/ company structure)
- Provision of 24-hour service
- Implementation plan

Attach the Company Profile to this page.

SIGNATURE: .....

DATE:

.....  
(Of person authorised to sign on behalf of the Tenderer)



**TABASE REGISTRATION**

Name of Tenderer:.....

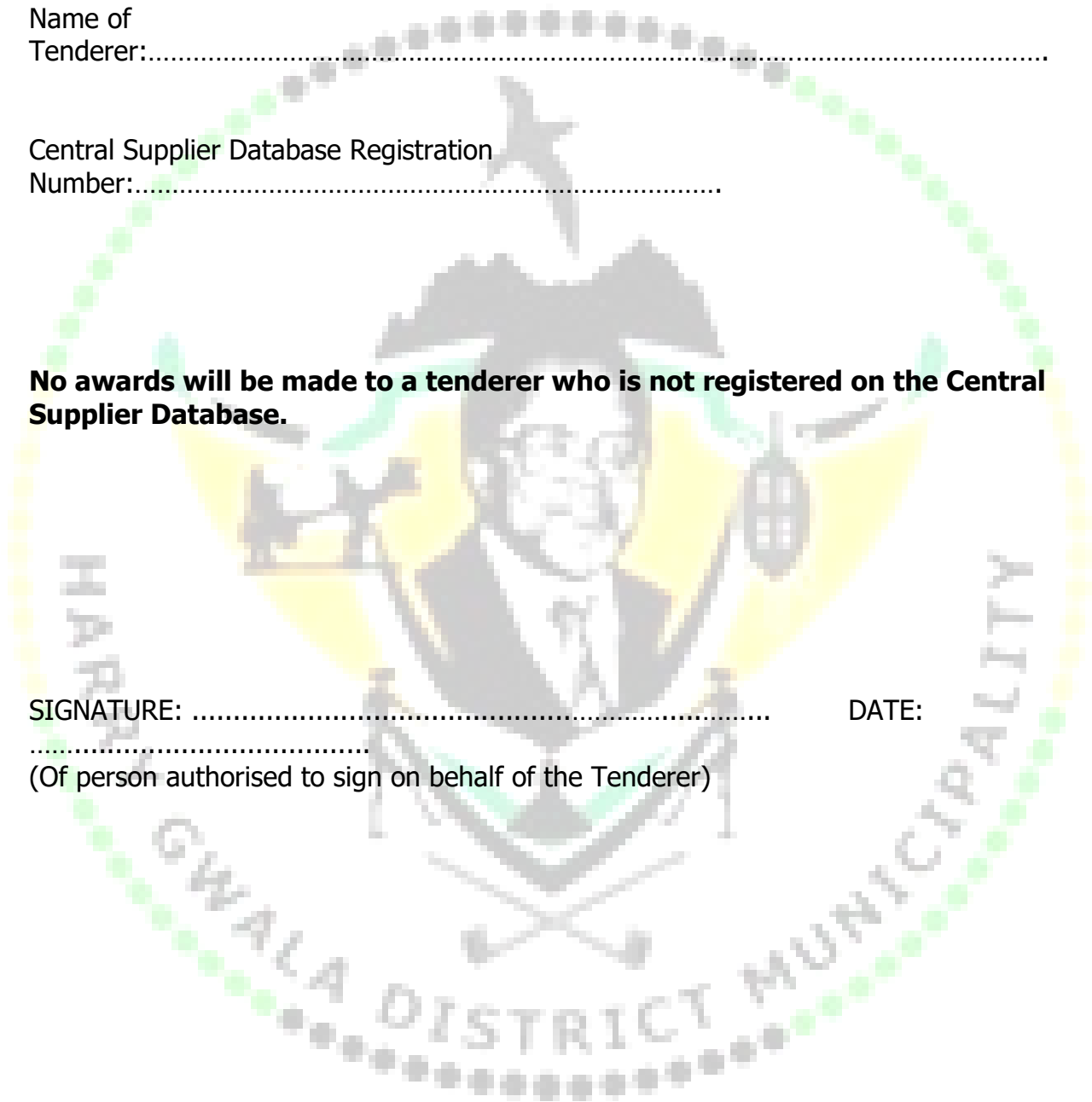
Central Supplier Database Registration Number:.....

**No awards will be made to a tenderer who is not registered on the Central Supplier Database.**

SIGNATURE: .....

DATE:

(Of person authorised to sign on behalf of the Tenderer)



## **BIOMETRIC ACCESS CONTROL**

Biometric technology is very useful for ID verification in a range of government organizations, banks financial institutions, and high-security areas. Biometric systems are capable of recognizing people swiftly, consistently, and reliably. One of the main advantages associated with biometric technology is high individual identification accuracy. Biometrics relies on the use of unique physical traits, such as a fingerprint, an iris pattern, or facial characteristics rendering biometric technology a very accurate technique for authenticating end users. Superior accuracy is why a lot of organizations use biometrics for security purposes. Since biometric characteristics cannot be conjectured or stolen, biometric systems present a superior level of security than usual means of authentication. Biometric technology is less exposed to damage and sudden changes. The behavioral and physical elements accessed for biometric verification like iris/retina, voice, pulse, DNA, vein, etc. are less in danger of damage and sudden changes.

### **BACKGROUND**

The Municipality invites suitably qualified and credible service providers to supply, install, and maintain a Biometrics Clocking System. The Service provider will be required to supply, install, and maintain for a period of 36 Months a biometric clocking system that interfaces with the current ICT Systems of the Municipality and integrates with the payday Payroll System and records management system. The software must also feature an access control system for the Municipality. The Biometric clocking system must have the following options: face, finger, and card access, for the listed premises, which interfaces with the current ICT systems within the Municipality and integrates with the payday Payroll System and records management system.

The main objective of the biometric system includes but is not limited to:

- a. Monitor overtime and late coming.
- b. Ensure employees arrive and depart from work at the required times.
- c. To improve productivity and service delivery for the Municipality.
- d. To provide accurate timekeeping for the Payroll Unit.
- e. To provide and maintain access-controlled security across all the organization's facilities or offices with high standards and modern biometric technology.
- f. To enhance security by ensuring that the biometric devices are always operational.
- g. To ensure that the faulty biometric devices are identified

## SITES WHERE THE SYSTEM WILL BE INSTALLED

### 1. INTRODUCTION

Bidders are hereby invited for the supply, installation, and maintenance of biometric access control with integration into payroll for a period of 3 years for the Harry Gwala Municipality (HGDM) properties as listed below. The duration of the service contract will commence from the date of acceptance of the contract for a **period of 36 months. During the term of the agreement, there will be a decrease or an increase in the number of sites for which services are required.** The Municipality shall in writing advise the service provider of such changes, who shall in writing confirm the amendment to the contract and the value thereof. Such shall constitute a valid variation of the agreement.

<b>UMZIMKHULU SATTELITE</b>	<b>ENTRANCES</b>	<b>READERS SUBTOTAL</b>	<b>EMP SUBTOTALS</b>
Umzimkhulu water works	1	2	5
Umzimkhulu waste treatment works	1	2	4
Ibisi water treatment works	1	2	3
Ibisi waste treatment works	1	2	3
Retvlie Water treatment works	1	2	3
Njunga water treatment works	1	2	1
Riverside water treatment works	0	0	0
Umzimkhulu Main Office	6	12	30
	0	0	0
<b>TOTAL</b>	<b>12</b>	<b>24</b>	<b>49</b>

<b>MAIN SITE IXOPO</b>	<b>ENTRANCES</b>	<b>READERS SUBTOTAL</b>	<b>EMP SUBTOTALS</b>
Main Office	3	6	170
Disaster Centre	4	8	12
<b>TOTAL</b>	<b>7</b>	<b>14</b>	<b>182</b>

<b>KOKSTAD SATELLITE OFFICE</b>	<b>ENTRANCES</b>	<b>READERS SUBTOTAL</b>	<b>EMP SUBTOTALS</b>
Main Office	1	2	55
Waste Centre	1	2	5
Water Treatment Works	1	2	8
Franklin Conatiner	1	2	6
<b>TOTAL</b>	<b>4</b>	<b>8</b>	<b>74</b>

<b>UBUHLEBEZWE SATELLITE</b>	<b>ENTRANCES</b>	<b>READERS SUBTOTAL</b>	<b>EMP SUBTOTALS</b>
Main Office	3	6	49
Disaster Centre	4	8	12
Chibini plant (Container)	1	2	3
Sqandulweni (Container)	1	2	3
Nokweja	1	2	5
<b>TOTAL</b>	<b>10</b>	<b>20</b>	<b>72</b>

<b>DR NDZ SATELLITE UNDERBERG</b>	<b>ENTRANCES</b>	<b>READERS SUBTOTAL</b>	<b>EMP SUBTOTALS</b>
Main Office	1	2	29
Hlanganani upper	1	2	2
Hlanganani lower	1	2	2
Bukwer waste (Container)	1	2	2
Himeville	1	2	3
Mangwaneni	1	2	1
Mqatsheni	1	2	3
St Apoliinaris Upper	1	2	4
St Apolinaris Lower	1	2	4
Dr NDZ Joxo	1	2	2
Dr NDZ Jili	1	2	2
Creighton	1	2	5
Marwaqa (Container)	1	2	3
	0	0	0
<b>TOTAL</b>	<b>13</b>	<b>26</b>	<b>62</b>

<b>HARRY GWALA DISTRICT MUNICIPALITY TOTALS</b>	<b>46</b>	<b>92</b>	<b>439</b>
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## **SCOPE OF WORKS**

The appointed contractor shall undertake to provide Harry Gwala District Municipality with services of a high and acceptable standard, which shall include but are not limited to:

- ❖ Supply and installation of biometric equipment at all Harry Gwala offices
- ❖ Installation of compatible software and license for the duration of the contract period.
- ❖ Maintenance and support services to Harry Gwala District Municipality by fixing faulty biometric equipment within a 24-hour minimum period from notification by Harry Gwala District Municipality.

### **Facial recognition and Fingerprint as Clocking Stations**

Fixed and remote/mobile clocking stations that incorporate the biometric facial recognition technology specified above and operating software will be deployed to cater to the needs of the workforce. The clocking stations will be of rugged construction to limit the likelihood of vandalism or accidental damage. The stations should record accurate data and integrate seamlessly with the existing payroll infrastructure.

#### **Fixed Clocking Stations**

The fixed clocking station will be used to record accurate attendance clocking data from employees who are permanently stationed at fixed office locations.

The stations must:

- Include a built-in facial recognition functionality per the section above
- Be able to store a minimum of 100,000 data entries per device
- Be able to operate in online and offline modes
- Have the facility to download clocking information via a LAN, or WAN.
- Be able to grant access control

#### **Remote/Mobile Clocking Stations**

Remote/Mobile clocking stations (such as a mobile application on an internet-enabled device), will be used to record time & attendance clocking from employees who work on remote sites that are not connected to the main office LAN / WAN or who are part of remote/mobile work groups who are not required to clock at a physical site when starting or ending their shifts, will require the above features. In addition, they should have an eight-hour battery back-up. In addition, it must have a GSM or GPRS modem for internet connection.

### **Software Requirements**



The management software must be compatible with the current system that is used by the Harry Gwala District Municipality and capable of running in a multi-user environment. It must allow for a range of different operator/user login security mode settings. Software must integrate seamlessly with existing IT infrastructure and must be modern and simple to understand and navigate.

### **Image extraction and matching algorithms**

The feature extraction algorithm must combine patterns, minutiae, and advanced AI imaging technology enabling it to extract an image as well as to recognize fingerprints.

The image-matching algorithm must be able to perform one-to-many matching on up to 6,000 individual image records in less than one second ( $\pm 0.2s$ ).

The image stored in the system must be in an encrypted template format and should not be stored as an entire image or in a format that can be reproduced.

### **Deployment Phases**

The system can be introduced in phases to allow for a seamless introduction with adequate learning time.

The phases are:

- ❖ Capturing of information and clocking in of all employees
- ❖ Access control and real-time reporting and monitoring
- ❖ Payroll integration and scheduling working hours
- ❖ Leave system integration
- ❖ Records Management integration

### **DELIVERABLES**

The biometric system should provide but is not limited to:

- ❖ Provide an annual license of the Time Software or equivalent software for the duration of the contract period (36 months).
- ❖ Provide maintenance and support of the system for the duration of the contract period (36 months).
- ❖ Periodical updates to the latest version of the system.
- ❖ The service provider shall be responsible for the connectivity of the readers from the network switch to the reader. The reader's network point should be assessed and maintained by the appointed service provider.
- ❖ Testing and Certification: The service provider shall arrange to provide testing and certification of the complete system to be installed.
- ❖ The service provider shall be responsible for detection of faulty or inaccessible devices

- ❖ User acceptance test for each office.
- ❖ Project sign-off certificate.
- ❖ The service provided must provide a handover document/documentation for the overall setup of the Harry Gwala District Municipality biometric system as part of the project signed off.
- ❖ Secured relay units.
- ❖ Access control functionality to all entrances but with the capability of scaled-up
- ❖ Disability control measures – alternative methods to authenticate employees with disabilities.
  - Must use an algorithm able to enroll and encode fingerprint templates.
- ❖ Provide maintenance and support of the system for the duration of the contract period (36 months).
- ❖ Period updates to the latest version of the system.
- ❖ Installation of network points 3m from the reader.
- ❖ Test report for the network points installed.
- ❖ User acceptance test for each office.
- ❖ Project sign-off certificate
- ❖ The system must be able to provide the highest standard of security and reliability.
- ❖ The system must be able to integrate seamlessly with the existing IT infrastructure.
- ❖ A full shift scheduling timetable functionality
- ❖ Real-time reporting and monitoring functionality.
- ❖ Seamless Payroll integration
- ❖ Biometric Access Control functionality
  - Temperature reading and recording
  - Facial mask detection
- ❖ Training of staff on how to use the system.
- ❖ Skills transfer

## **COMPATIBILITY**

- ❖ The contractor shall ensure that biometric system hardware and software are installed and activated by only suitably qualified employees, contractors, or subcontractors in possession of the required qualifications at the level determined by the State Security Agency of South Africa.
- ❖ The biometric system should be able to be integrated with the existing Harry Gwala District Municipality IT infrastructure.
- ❖ Be accessible via LAN/VPN (WPN)

## DOCUMENTATION

- ❖ The contractor shall provide the following documentation for each system:
- ❖ All user manuals
- ❖ All installation manuals
- ❖ As-built drawings showing the location of all devices, controls, demark connection, panels, and keypads
- ❖ All zones shall be identified on the drawings

### **System enrollment must allow the following information to be captured when employees are enrolled**

- Employee name.
  - Employee payroll number.
  - Employee Department.
  - Employee Satellite Office.
  - Ten (10) fingers.
  - Keypad mode/ and proximity card mode are optional for convenience for physically impaired people.
  - Employee address and contact information.
  - Photo of employee.
  - The system must also provide a series of shift scheduling options allowing for both regular and irregular shifts to be accommodated.
  - The system must have an auto synchronization functionality enabling a two way flow of information between remote/mobile sites and main office, allowing employees to enroll and scan at all locations, accurately and securely.
- ❖ Reporting: The software must be capable of providing Management with a series of reports on real-time and historical reports. It must be possible for the system to run at Local Offices, All Departments, and in Main Offices, offering the following reports:
- System reports to be able to identify duplicate clock-in/out.
  - System report for employees that share credentials attendance – system to be able to extract real-time attendance log of all employees at any given time.
  - Absentees – system to be able to extract real-time log of all employees who did not clock in at any given time.
  - Irregular clocking — enabling the administrator to identify duplicate or irregular clocks.
  - Late comers – system to identify who arrived late and what time they arrived.
  - System must be able to produce both summary reports and detailed reports per Office when required.
  - System to have a web-reporting portal that will be available at the Main Office, Departments, and satellite offices.

- Fingerprints and 3D Cameras are to be stored in an encrypted format and the system must not allow reproduction of same.
- Also to provide GPD coordinates for those employees clocking outside of the offices.
- Management reports — summary data on the number of standard and overtime hours worked by employees.

### **Payroll interface**

The system must integrate seamlessly with existing payroll infrastructure and be capable of reconciling all standard and overtime hours worked by individual employees. It must be able to export this information into the existing payroll software system in XML messaging as well as the leave system and HR Management system

### **Time and Attendance Module**

- WebServer
- Biometric Readers
- Mobile Remote Users
- Users
- Client User Licenses
- Automatic Shift Detection
- Job Costing
- Leave Management
- Tardiness Reports
- Automatic Emailing of Reports
- Email /SMS when Device Offline

### **Mobile Time and Attendance Module**

- Real-time clocking (based on network/data availability).
- Geofencing, specific areas for specific times.
- Photo and GPS info possible for each clocking.
- Offline handling of transactions until connectivity is restored.

### **Access Control Module**

- Visitor Module with eScan (South African driver's license, ID Document, and/or vehicle license scanner)
- Visitor Card Allocation with Drop Card Facility
- Visitor Report with duration and onsite indication
- Email /SMS when Device Offline

## **SPECIFICATION**

The system must run in a one-to-many identification mode e.g. clocking-in modes such as fingerprints and 3D facial recognition technology or RFID tags

### **Clock-Ins**

- ❖ Each office should be able to serve as its clocking station.
- ❖ Each entry of the clock-in station operation is to be in a 1:n (1 is too many relationships) identification mode.
- ❖ Fingerprint identification mode to be scalable.
- ❖ Have the facility to download clock-in information LAN/VPN (WPN).
- ❖ Clock-in station to store a minimum of +-1000 fingerprint records.
- ❖ The system needs to be also based on 3D facial recognition technology.
- ❖ The system should allow for remote/mobile clocking-in when employees are on the road and working off-site.
- ❖ High-end facial recognition terminals with access control integrated with temperature screening function. Quickly and accurately take temperature readings and upload abnormal temperature events to a simple and easy-to-read central database with real-time monitoring with attendance capturing and integration into the payroll system. The thermal camera must support 3D facial recognition with mask detection and accurate temperature readings without physical contact.

### **DEVICE SPECIFICATIONS**

- Temperature measuring range: 30 °C to 45 °C with accuracy: 0.1 ° C, deviation: ± 0.5 °C with abnormality automatic voice alert warning and on-screen temperature display.
- Recognition distance: 0.3 to 1.8 m
- Displays temperature measurement results on the authentication page.
- 7-inch LCD touch screen, 2 Megapixel wide-angle lens with zero delay
- Face recognition duration < 0.2 s/User
- Face recognition accuracy rate ≥ 99%
- 6000 face capacity, and 100,000 event capacity per device
- Multiple interface support: I/O, WG26/WG34, RJ45
- Automatic gain and auto white balancing for true image coloring
- Built-in Infrared and backlight level sensor and low light facial recognition with high accuracy (99% accuracy)
- Advanced noise reduction with anti-fog technology and low-light image smoothing capability
- Intelligent light-filling functionality

- Rugged design with IP68 rating
- Automatic attendance recording and reporting with integration into existing payroll infrastructure.
- Scheduled reporting and statistics functionality
- Real-time monitoring and report viewing
- Configurable door status (open/close) when detecting abnormal temperature.
- Transmits online and offline temperature and attendance information to the client software via TCP/IP communication and saves the data on the client software.
- Suggested height for face recognition: between 1.4 m and 1.9 m
- Supports 6 attendance statuses, including check-in, check-out, break-in, break out, overtime in, and overtime out.
- Watchdog design and tamper function
- Audio prompt for authentication result
- NTP, manual time synchronization, and auto synchronization
- Connects to the external access controller.
- Connects to secure door control unit via RS-485 protocol to avoid the door opening when the terminal is destroyed.
- Imports and export data to the device from the client software

Facial Recognition Parameters Item	Specification
Detecting Range	0.8~2.2m, adjustable angle
Detecting Range (Vertical)	0.8~2.2m, adjustable angle
Face angle	Horizontally 30° Vertically 30°
Response time	<0.5 seconds
Storage Capacity	100,000 capture record
Facial image record capacity	24,000 pieces
Face recognition accuracy	99%

Item	Specification
Camera	Binocular camera, Visible and near infrared, Supports live body detection
Effective MegaPixels	210, (1920*1080)
Minimum illumination	multicolour 0.01Lux @ F1.2(ICR); Black and white 0.001Lux @F1.2 ICR)

Signal to noise ratio	≥50db(AGC OFF)
Wide dynamic	120db, ISP algorithm face partial exposure
Remote device upgrade	Support

Item	Specification
Digital output	1 digital output
Network interface	1 RJ45 10M / 100M adaptive Ethernet port
USB interface	1 USB
WG	1 WG in, 1 WG out
Interface	RS485 port x 1

## OTHER GENERAL SYSTEM FUNCTIONALITY REQUIREMENTS

### Scanning requirements

The scan station must allow for:

- Accurate multi-image scanning to prevent fraud.
- Visual confirmation on successful scan
- LED or LCD display
- Date and time stamp to capture all successful scans.
- Temperature display
- Access control to grant or restrict access.

### Document and Workflow Interface

I / We \_\_\_\_\_

(full name of Bidder) the undersigned in my capacity as \_\_\_\_\_

of the firm \_\_\_\_\_

hereby offer to HARRY GWALA Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the HARRY GWALA Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

## PRICING SCHEDULE

ITEM DESCRIPTION	Unit	QTY	RATE
<b>1. SOFTWARE AND LICENSING</b>			
Software procurement and installation- once-off	Each	1	R
Software annual license	Each	1	R
<b>2. MAINTENANCE AND SUPPORT OF ALL LISTED OFFICES</b>			
Maintenance and support, Entrances, Readers, and EMPS (Year 1, Year 2, and Year 3)	Each	1	R
<b>3. SUPPLY OF THE SYSTEM BIOMETRIC ACCESS CONTROL</b>			
Supply and installation of Biometric Equipment (Entrances, Readers, and EMPS)	Each	1	R
<b>4.INSTALLATION OF THE SYSTEM BIOMETRIC ACCESS CONTROL</b>			
Installation of equipment including all cabling and miscellaneous material required for installation	each	1	R
<b>5.TRANSPORT/TRAVEL</b>			
Transport/Travel	Km/hr		
<b>6.INTEGRATION OF THE SYSTEMS (PAYDAY AND RECORDS MANAGEMENT SYSTEM</b>			
Payroll	Each	1	R
Records management system	Each	1	R
<b>7.GENERAL CALL OUT RATE</b>			
Call out	Per Hour	1	R
<b>TRAINING OF USERS</b>			
Skill transfer or users (training)	Each	1	R
<b>TOTAL</b>			
<b>VAT</b>			
<b>TOTAL INCLUSIVE VAT</b>			

**ESCALATION**

Year 2 escalation	
Year 3 Escalation	

**NB:**

The bidder must ensure that all costs are included as no other costs will be considered after the award.



## SPECIFICATIONS PART 1 – GENERAL

### 1. Deliveries:

- a. Delivery must take place within the specified time indicated in the appointment letter of placing an official order where lead times have not been indicated on the tender document.
- b. Delivery address will be indicated on the official order as one of the following:
- c. Delivery of products must **include the off-loading** thereof at the supplier's own risk and cost to the designated delivery addresses as indicated above.
- d. Bidders must supply and ensure their own labour for the offloading of the products at the designated Municipal stores.
- e. The Municipality will place orders as and when required during the contract period.
- f. An official order must be issued before any delivery may be made to the Municipality.
- g. It will be required from the supplier to keep stock of products or to ensure that full delivery takes place according to the order quantities.

### 2. Pricing:

- a. All items on the Pricing Schedule, where detailed specifications apply, are listed under **B. PRODUCT SPECIFICATIONS**, and are cross referenced to the Pricing Schedule. In cases where a product does not have extensive specifications, the item specifications are listed with the item on the Pricing Schedule.
- b. All fields must be completed for the tender to be considered. In cases where certain items cannot / are not provided by any one tenderer, it must be indicated as such on the tender document.
- c. Tenderers must furnish unit prices for the listed products only.
- d. All prices must include delivery **and off-loading** at the respective buildings mentioned in 1.b. above and **MUST EXCLUDE VAT**.

### 3. Quantity and Quantities

Quantity  
Standards

- i. Special brands, where named, are used to indicate the standard of quality desired. Tenderer's equal/similar item will be considered, provided that the Tenderer specifies brand name(s) and submits full specifications. If the full set of specifications of the alternative item is not submitted, the item will not be evaluated and will not be considered for award.
  - ii. In the event the Municipality elects to accept an alternative item purported to be equal/similar by the tenderer, acceptance of the item(s) will be conditional on the Municipality's inspection and testing after receipt.
  - iii. If, in the sole judgment of the Municipality, the item is determined not to be equal/similar, the item shall be collected by the Bidder and not be considered for award.
- b. **Quality Tests:** The Municipality may from time to time test the quality of the products and noncompliance may result in the termination of the contract.

- c. All product items should carry (minimum of 1 year) guarantees or warranties and defaults will be replaced at the cost of the supplier. It will be the responsibility of the supplier to ensure that the products are replaced (Retailers to Manufacturers), where applicable.
- d. Quantity projections based on historical data, are provided in all instances where it is possible; otherwise no estimated quantity projection is provided. The products will be ordered throughout the contract period as and when required. The HARRY GWALA Municipality will not be bound to the estimated quantities as mentioned in the Pricing Schedule. The tendered prices will be binding on this contract.

**4. Information**

- a. Bidders must take note that the tender will be disqualified in the event of a false statement having been made or false information submitted. The complete Supply Chain Management Policy is available for inspection at the Municipal Offices.
- b. The tender must be valid for 90 (ninety) days after closing date.
- c. The contract period will be from date of commencement until One month and the agreement will be reviewed on an annual basis based on, *inter alia*, performance and pricing considerations.
- d. Non-compliance with the tender conditions and specifications, could lead to breach of contract and the supplier will be liable for any expenses incurred as effect thereof.

**5. Local Content**

- a. In terms of Regulation 8 of the PPPFA Regulations 2022, the Department of Trade and Industry has identified the sector of Textile, Clothing, Leather and Footwear as part of its designated sectors, where in the award of bids local production and content is of critical importance. To this effect a minimum threshold percentage for local production and content for the sector has been determined to be 100%.
- b. Tenderers must therefore take cognizance of that fact that bids will be evaluated in terms of the minimum threshold of 100% local content and production and only bids which adhere to this requirement will be further evaluated.

<b>SIGNATURE</b>		<b>NAME (PRINT)</b>	
<b>CAPACITY</b>		<b>DATE</b>	
<b>NAME OF FIRM</b>			

## **GENERAL CONDITIONS OF THE CONTRACT**

### **1. General Conditions of Contract**

This Bid is subject to the General Conditions of Contract (GCC) 2015 and, if applicable, any other Special Conditions of Contract.

### **2. Submission of Tenders**

Sealed tenders, with the "Tender Number and Title" clearly endorsed on the envelope, must be deposited in the tender box indicated at the offices of the Harry Gwala District Municipality, 40 Main Street, Ixopo 3276.

All literature must be securely attached to the tender. The Council shall not be held liable for any loss or damages sustained due to the service provider's failure to comply with this condition.

If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed/deposited into the tender box. The HGDM will not be held responsible for any tender document that is not timeously delivered, mislaid, or incorrectly delivered due to the negligence of the courier company or any other party involved in the delivery of the tender document.

Please note:

- Tenders that are deposited in the incorrect box will not be considered.
- Mailed, telegraphic, or faxed tenders will not be accepted.
- Documents may only be completed in black ink.
- The use of correction fluid/tape on the bid documents is not allowed. If there is an error, draw a line through it, initial next to it, and correct directly above /below/next to it.
- All bids must be submitted in writing on the official forms supplied (not to be re-typed)
- All prices shall be quoted in South African currency.

### **3. Quality Assurance**

Any defects, patent or latent, which are attributable to poor workmanship, will be rectified by the bidder at own cost and time and all costs relating to the correction of defects will be expressly and separately noted on billing documentation.

### **4. Intellectual Property Rights**

Copyright, patent rights, and other similar rights in any works or products created as a result of the performance of the tender and its assignments will vest in and are hereby transferred to Harry Gwala District Municipality (HGDM), unless specifically agreed otherwise, in the form of individual written Agreement signed by both parties.

For this purpose only, all works created in terms of this tender and the assignments thereof will be deemed to have been created under the control and direction of HGDM.

## **5. Disbursements, Travel And Subsistence**

No bidder will be refunded any cost or disbursements incurred in respect of the project, save where the prior written approval of HGDM has been obtained in respect of such expenditure.

Any authorized disbursements will be refunded at the reasonable and actual cost determined by HGDM.

Any expenditure incurred by the successful bidder in respect of authorized travel for the project will be refunded in accordance with the HGDM travel policy as applicable from time to time. The rates payable for the use of private vehicles will be the prevailing rates quoted by the Automobile Association of South Africa

All claims in respect of authorized disbursements (travel and subsistence costs) must be substantiated by documentary evidence such as receipts and logs of kilometers traveled.

All expenses incurred by the bidder for the tender and presentations are the responsibility of the bidder and will not be reimbursed by HGDM.

## **6. Certified Copies**

The tenderer shall, where required in terms of the tender document submit with the tender, certified copies of all certificates specified. Failure to do so may render the tender liable to rejection on the grounds of being incomplete. Copies of certified documents will not be accepted.

## **7. Bidders Currently Rendering Services**

During the evaluation of a service provider, the Bid evaluation committee will assess whether the service provider is currently rendering services to the municipality:

- i. If the service provider is currently rendering services to the municipality with a stage of completion less than 50% and
- ii. The service provider's performance is not in line with the project performance milestones, then the service provider should be disqualified from further evaluation, and should be placed on hold.

## **8. Bids Exceeding R10 Million**

If the tendered value exceeds R10 million (VAT included), bidders are required to furnish:

- i. if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements:
  - for the past three years; or
  - since their establishment if established during the past three years;
- ii. a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
- iii. particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract
- iv. a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of

- payment from the municipality or municipal entity is expected to be transferred out of the Republic; and
- v. Stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law.

#### **9. Acceptance or Rejection of a Tender**

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender.

#### **10. Completion of Tender Documents**

The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender.

Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.

The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

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

#### **11. Site / Information Meetings**

Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.

All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

#### **12. Contact with Municipality after Tender Closure Date**

Bidders shall not contact the Harry Gwala District Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Harry Gwala District Municipality, it should do so in writing to the Harry Gwala District Municipality. Any effort by the firm to influence the Harry Gwala District Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

#### **13. Opening, Recording and Publications of Tenders Received**

Tenders will be opened on the closing date immediately after the closing time specified in the tender documents. If requested by any bidder present, the names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.

Details of tenders received in time will be recorded in a register which is open to public inspection.

Faxed, e-mailed and late tenders will not be accepted.

#### **14. Procurement Policy**

Bids will be awarded in accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000 and its amendments as well as the Municipality's Supply Chain Management Policy.

#### **15. Wrong Information Furnished**

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Municipality may, in addition to any other legal remedy it may have, recover from the service provider all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

#### **16. Poor Performance**

Where the supplier fails to render the services within the stipulated period, or should services rendered be deemed not to the satisfaction of the Harry Gwala District Municipality, the tenderer will receive written notice of poor performance. Failure to address performance issues could result in the entire contract being reviewed or cancelled.

#### **17. Supplier Database**

No awards will be made to a tenderer who is not registered on the Central Supplier Database. It is each tenderer's responsibility to keep all the information on the Central Supplier Database updated. If any information required (e.g. tax clearance certificate, etc.) is not valid or has expired, all transactions with the vendor may, in the sole discretion of the HGDM, be suspended until such time as the correct, verified information is received.

#### **18. Inducements, rewards, gifts and other abuses of the Supply Chain Management System**

No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of, may directly or indirectly:

- i. Influence or interfere with the work of any HGDM officials involved in the tender process in order to inter alia:
  - a. influence the process and/or outcome of a tender;
  - b. incite breach of confidentiality and/or the offering of bribes;
  - c. cause over- or under-invoicing;
  - d. influence the choice of procurement method or technical standards;
  - e. Influence any HGDM official in any way which may secure an unfair advantage during or at any stage of the procurement process.
- ii. Abuse of the supply chain management system is not permitted and may result in the tender being rejected, cancellation of the contract, "blacklisting" and/or any such remedies as set out in the HGDM's SCM Poli