

# NDLAMBE MUNICIPALITY



## TENDER DOCUMENT

**TENDER 30/2526**

## **PREPAID VENDING SYSTEM**

NAME OF BIDDER : \_\_\_\_\_

BIDDERS CSD NO : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

TELEPHONE NO. : \_\_\_\_\_

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

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

: \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

**Closing date: Monday, 22 September 2025 at 12:00**



**NDLAMBE MUNICIPALITY**  
**TENDER 30/2526**  
**INVITATION TO TENDER – PREPAID VENDING SYSTEM**

Ndlambe Municipality hereby invites bids for a 32 Month contract for a multi-utility online and third party vending system.

**PREQUALIFICATION**

Bidders must comply with these requirements to proceed to phase 2 of the evaluation.

Item	Description
1	Standard Transfer Specification (STS) Certification to Edition 2, IEC62055-41 Ed3, STS600-8-6, including Electricity and Water Units and Currency Vending, and Key Management and Engineering tokens in the name of the bidding company. <b>Certificate to be provided.</b>
2	ISO Certification to 9001-2015 in the name of the bidding company. <b>Certificate to be provided.</b>

**FUNCTIONALITY**

Tenders will be evaluated on the functionality criteria as set out below. Bidders that score less than 80 out of 100 points for these criteria will be regarded as non-responsive and will not proceed to the Preferential Points calculation.

#	CRITERION	MAXIMUM
1	Product features - Single interface, integrated	10
2	Product features – Broad-based third party	10
3	Experience - Hosted on-line vending provided	10
4	Experience - Disaster recovery and business	10
5	Product features – Provision for an off-line	5
6	Product features – Letters from municipalities	10
7	Experience - Detailed mSCOA implementation	10
8	Experience - Overview of approach to the	10
9	Product features – Mobile engineering	10
10	Product features – Financial System Integration	15
	<b>TOTAL</b>	<b>100</b>

**Bidders shall take note of the following BID CONDITIONS:**

1. Prices must be valid for the full duration of the validity period as noted in the bid document.
2. Prices quoted must be firm and must, where applicable, be inclusive of VAT.
3. Ndlambe Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
4. An original tax clearance certificate issued by SARS must accompany all tenders OR a tax reference number and PIN or TCC number must be provided. Tax status will also be verified against the Central Supplier Database (CSD)
5. Evidence of registration of company on the Central Supplier Database must be provided (CSD "MAAA" number).
6. Bidders must complete the following forms, which are included in the returnable document:
  - o Declaration of Interest (**MBD 4**).
  - o Declaration of Interest (**MBD 5**)
  - o Declaration of Bidder's Past Supply Chain Management Practices (**MBD 8**).
  - o Certificate of Independent Bid Determination (**MBD 9**).
7. Bidders who wish to claim preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form **MBD 6.1** (included in the returnable document) as well as a **certified copy** of the proof of B-BBEE status level of contribution and proof of locality.
8. A Municipal Billing Clearance Certificate, which covers, if applicable, both the company and its directors, must accompany all bids (included in the returnable document).
9. It should be noted that the 80/20 preferential points system will be applied, 80 being for price and 20 for Specific Goals as defined in the Preferential Procurement Policy.
10. The award will be made in terms of the Municipality's Preferential Procurement and Supply Chain Management Policies.
11. This bid is subject to the General Conditions of Contract (GCC)
12. Documents are to be completed in full and in accordance with the conditions and bid rules contained in the bid documents.

To ensure that tenders are not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. The returnable tender document, which includes full details of the specifications, is available for download, **free of charge**, from Ndlambe Municipality's website <https://ndlambe.gov.za/web/returnable-bid-documents/>

**N.B. Bidders requiring a hard copy to be supplied by the municipality must pay a non-refundable tender deposit of R140-26, inclusive of VAT. In the latter case, the original receipt should be attached to the submitted tender document.**

**BIDS MAY ONLY BE SUBMITTED ON THE BID DOCUMENTATION ISSUED BY NDLAMBE MUNICIPALITY.**

Tender documents may be collected from the Supply Chain Management office at Ndlambe Local Municipality Offices, 44 Campbell Street, Port Alfred, 6170 from **21 August 2025** (office hours 08h00 until 16h00). **Late submitted, unmarked, faxed, falsified, incomplete or e-mailed proposals will not be considered and will be disqualified.**

Completed Tender documents, supporting documents and externally endorsed documents must be placed in a sealed envelope marked "**T30/2526 – PREPAID VENDING SYSTEM**" and deposited in the Tender Box at the Supply Chain Management Offices, 44 Campbell Street, Port Alfred not later than 12h00 on **22 September 2025**. Tenders will be opened at the Supply Chain Management Unit at 12h05 on the same day.

***N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL BE DISQUALIFIED.***

Further technical details may be obtained from [tenders@ndlambe.gov.za](mailto:tenders@ndlambe.gov.za)

**NOTICE NUMBER: 190/2025  
21 AUGUST 2025  
NOTICE BOARDS, WEBSITE, TALK OF THE TOWN**

**ADV R. DUMEZWENI  
MUNICIPAL MANAGER**

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**INVITATION TO BID (MBD 1)**

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**YOU ARE HEREBY INVITED TO SUBMIT A PROPOSAL FOR T30/2526  
PREPAID VENDING SYSTEM (TENDER 30/2526).**

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**BID NUMBER: TENDER 30/2526    CLOSING DATE: 22 SEPTEMBER 2025    CLOSING TIME: 12H00**

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**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM**

BID DOCUMENTS TOGETHER MUST BE DEPOSITED IN THE CORRECT BID BOX SITUATED AT:

**NDLAMBE MUNICIPALITY tender box on the 1st Floor, Supply Chain Management office, 44 Campbell Street, Port Alfred.**

Bidders should ensure that bids are delivered timeously to the correct address and placed in the bid box. If the bid is late, or if it is deposited in an incorrect box it will not be accepted for consideration.

The physical bids must be submitted during office hours, namely 08H30 to 16H00 Monday to Friday.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL TENDER DOCUMENTATION PROVIDED BY THE NDLAMBE MUNICIPALITY.

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE  
(as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)**

## 1. GENERAL REQUIREMENTS

- 1.1 The Ndlambe Municipality wishes to invite service providers to submit bids for the **Tender 30/2526 – PREPAID VENDING SYSTEM**
- 1.2 The bidder is required to furnish full details requested on the bid forms.
- 1.3 The bidder is requested to furnish all relevant information not entertained on the form of bids under separate cover which shall form part of the bid.

## 2. CONTACT PERSON FOR QUERIES

Name : Mr. Lizo Mohapi  
Telephone: 046 604 5639  
Email : [tenders@ndlambe.gov.za](mailto:tenders@ndlambe.gov.za)

Project Manager: Ms Diane May  
Email: [dmay@ndlambe.gov.za](mailto:dmay@ndlambe.gov.za)

## 3. TERMS AND CONDITIONS

### 3.1 Confidentiality

All materials, specifications, service level requirements detailed information and everything else supplied with this request for the bid remains the property of the Ndlambe Municipality and may be recalled if deemed necessary.

With reference to the POPI Act all personal information will be treated with the strictest confidentiality and will not be used for any unnecessary processing not related to the tender in question.

### 3.2 Contractual obligations

The request for bid does not constitute a contract nor does it create an obligation on the part of the Ndlambe Municipality to purchase services, products or equipment from any vendor submitting a bid.

### 3.4 Response to Questions

Where appropriate, questions should be answered explicitly by providing specific details requested.

Bidders selecting to omit any of the required information or who do not follow the specified format will be disqualified from the bid process.

Should additional information be required by Ndlambe Municipality, bidders may be approached to provide more details, including aspects not specifically covered in this request for bids.

Please ensure that the documentation required is completed in full and signed, **failure to complete the tender document in full, placement of signature where required, and commissioning may render the bid non-responsive.**

**3.5 Ambiguities**

It must be noted that if there are any ambiguities found in this bid document, it is the responsibility of the bidder to clarify any such ambiguities before the closing of queries. If any ambiguities are noted during the bid evaluation process, the Bid evaluation committee shall make a determination on interpretation of the ambiguity.

**3.6 Use of Bidders information**

Under the POPI Act, by submission of this bid, the bidder hereby provides consent to the municipality to utilize information and data sources available to confirm the information provided by bidders and obtain any other relevant information to ensure compliance with applicable procurement regulations. The municipality will treat the bidders' information with confidentiality and access only the information that is required for evaluation and procurement processes.

I \_\_\_\_\_(bidder's nominated representative)  
grant the Ndlambe Municipality permission to utilize information and data sources available to confirm the information provided by our enterprise and obtain any other relevant information to ensure compliance with applicable procurement regulations.

**3.7 Award Processes**

Bidders are advised that any information relating to the bid award process (including the correspondence related to intentions to appoint) will only be issued by the Supply Chain Management office.

**THIS BID DOCUMENT WILL ONLY BE ACCEPTED IF IT IS COMPLETED IN BLACK NON-ERASABLE INK.**

# SCOPE OF WORKS

## SPECIFICATIONS FOR PREPAID VENDING SYSTEM

### 1. INTRODUCTION

Ndlambe Local Municipality hereby invites proposals for a multi-utility pre-paid vending system / solution that will be fully integrated with the Ndlambe Municipalities existing financial system and applications and function on the existing electronic infrastructure. The period of appointment will be for a period of 32 Months.

Bids from suitable service providers will be evaluated according to the set criteria as set out in this document.

This document details and incorporates, as far as possible, the tasks and responsibilities of the successful bidder as required by the Ndlambe Municipality.

### 2. SCOPE OF WORK

#### **Objective**

The scope of the contract as detailed in this specification, is as follows:

- 2.1. The supply, delivery, installation, training, and commissioning of the most optimal vending solution for Electricity and Water STS meters, including a cloud-based back-end, billing system integration, and distributed 3rd party 24-hour vending, offered by the tenderer within the framework and performance specification as detailed in this document.
- 2.2. Standby and support required as detailed in this document.
- 2.3. Disaster recovery and business continuity as specified.

### 3. REQUIREMENTS

#### 3.1. USE OF REASONABLE SKILL AND CARE

In applying the scope of work it is expected of the service provider(s) to render services that commensurate with the highest expectations of professionals in the industry and to ensure that all legislative requirements are met.

The service provider is expected to take ownership of the project and facilitate a process commensurate with the integrity of the municipality as a public institution to ensure the successful completion of the project within budget estimates and time frames.

The appointed service provider will also be required to report back at project management team meetings and contribute to reports on the process progress and outcomes to the relevant officials and/or committees if need be.

It will be required of the service provider to prepare a detailed phased project program for the project within 2 weeks of appointment. This must include system testing and user acceptance. The Service Providers are required to acknowledge the dynamics of proper planning for the practical completion of the project. The completion of the implementation phase of the project will be within one (1) month after allocation of the tender.

#### **4. NORMATIVE REFERENCES**

The solution offered must be compliant with SABS 1524, the STS Specifications and SABS IEC 1036. The following standards contain provisions which through reference in the SABS 1524 constitute provisions of this specification.

<b>SABS 1524-1:1994</b>	Single-phase electricity dispensing systems, Part 1: Electricity Dispensers.
<b>SABS IEC 1036:1990</b>	Alternating-current static Watt-hour meters.
<b>NRS 009-4-2:1994</b>	National electricity meter cards and associated numbering standards section two national electricity meter number. (Replacing MCI57).
<b>MC 115</b>	National electricity meter card specification for ED's (will be replaced by a NRS spec in future)
<b>IEC 62055-41/51/52</b>	Standard transfer specification edition 2, STS600-8-6
<b>ESKOM XMLVend 2.1</b>	Eskom's specification for standardization of vending client/server protocols
<b>NRS 009-1:1994</b>	Electricity Sales Systems Part 1: Glossary system overview. Preferred requirements for applications in the electricity supply industry.

#### **5. DETAILED SPECIFICATION OF VENDING SYSTEM**

##### **5.1. SYSTEM CONFIGURATION**

5.1.1. In assessing the hardware, software, network infrastructure availability and requirements at each of the current vending offices, the tenderer shall keep in mind the system configuration required by the Ndlambe Municipality and utilize the current infrastructure belonging to the Ndlambe Municipality. It remains the responsibility of the tenderer to ensure compliance to the tenderer's minimum requirements.

5.1.2. The vending system must be TCP/IP compliant and functional over Ethernet on a LAN/WAN environment. WIFI, GPRS, ADSL and Diginet lines must also be accommodated.

5.1.3. The vending solution offered by the tenderer must be capable of managing and vending

to Electricity and Water STS meters from a common platform and user interface. A single consumer record must have the capacity to have Electricity and Water meters linked to it.

5.1.4. A hosted database configuration set is required with standby disaster recovery capability for business continuity.

5.1.5. A disaster recovery plan must be provided with all necessary hardware and infrastructure utilised.

5.1.6. Assurance of business continuity in the event of a catastrophic systems and / or communications system breakdown in the Municipal environment must be provided. A description of associated redundancies built in to the offered solution must also be provided

5.1.7. The system should have the capacity provide for a monthly update of a local database copy in the Ndlambe Municipality premises if and when required.

## **5.2. PHYSICAL LOCATION OF SERVERS AND WORKSTATIONS**

The municipality envisages a configuration in which the management and vending server(s) will be located off-site in a high-availability environment with redundant power and connectivity. Full disaster recovery and business continuity will be provided.

Vending workstations (credit dispensing units) will be required at each of the vending offices. The system must not be limited to existing workstations and locations. Two offices operate without internet connections and use GPRS based handheld vending units at present. This must be accounted for in the offer. The tenderer is required to evaluate the existing hardware at each of the current offices and make an optimum solution recommendation to the municipality.

## **5.3. SYSTEM CAPACITY**

The system shall be designed to ultimately accommodate a minimum of 200,000 consumers/meters. It shall have the capacity to retain a five (5) year transaction history (estimated 50 million transactions) in the live database and older transactions in an archive database. The tenderer shall indicate any system limitations.

## **6. PERFORMANCE SPECIFICATION**

**6.1.** A full and detailed functionality description of the system shall be provided by the tenderer.

**6.2.** The tenderer shall not focus on provisioning of computer hardware since the Ndlambe Municipality will use existing infrastructure where possible. For this reason it is also imperative that tenderers should be quite clear on where the Ndlambe Municipality's hardware and/or networks lack the capability and/or capacity to function properly with the system proposed by the tenderer and the tenderer should indicate the cost of additional or replacement infrastructure.

A detailed graphical drawing depicting the proposed network and system layout must be drafted to clarify and indicate solution functionality. Should changes be required, full specifications and pricing must be provided.

**6.3.** The system proposed by the tenderer should at least make sure that:  
Different servers are utilized for different applications such as:

- Database functions
- Management applications
- Transactions
- Encryption / Security
- Disaster recovery

The vending solution should be designed to use a relational database and run as a client server application on a LAN or a WAN. It should be able to run under the Windows Server 2003/2008 and at least Windows XP operating systems. The network for the vending solution is Ethernet. The network protocols shall be TCP/IP and be able to operate real-time over GPRS/3G/EDGE/HSDPA/GPRS/WIFI/ADSL/Diginet as available in certain areas in the on-line mode.

**6.4.** In order to simplify the third party integration process the system will comply with Eskom XMLVend 2.1 (or later). It would be preferred that the system is native XML i.e. that there is no translation interface between the system and an XML client and that all client/server interfaces are based on the XML standard.

**6.5.** The system shall be a single database solution from which both management functions and vending take place for all meter and utility types. All updates to customer data must be immediately available at vending terminals and all transactions made at all sales outlets must be immediately available for reporting on.

**6.6.** The vending terminal solution shall be web based or a web application which automatically updates from the host server should updates be posted. Security and data encryption will be provided by mutually authenticated SSL between the vending terminal and the server.

**6.7.** The solution should have the capability to provide pre-paid vending services over the internet/intranet. Customers should be able (should the Ndlambe Municipality wish to activate these options) to purchase prepaid electricity either via the Internet or a cell phone as follows:

6.7.1. A registered service on the web where the customer registers for the service. This includes providing the required financial information and then simply authenticating on every transaction. The Ndlambe Local Municipality's vending and credit management rules must still be applicable and transactions must be made against the Ndlambe Municipality local vending system not an offline copy.

**6.8.** The system should cater for integration to vending mechanisms such as automatic cash handling

machines, self-service terminals and other third-party vending networks by providing an API specification to the alternate provider. The tenderer shall assist with integration testing.

**6.9.** The solution shall be able to function on low-bandwidth requirement between remote vending points (credit dispensing units) and the central prepaid system (system master station) and optimized to run over networks (such as GPRS), with the maximum packet size being minimal and clearly indicated. GPRS/WIFI/ADSL/DIGINET connection points should be created on the Ndlambe Local Municipal infrastructure to directly serve transactions on this type of networks.

**6.10.** The vending system shall cater for integration with the systems/applications in use. The Ndlambe Municipality uses Munsoft as the financial system. The nature of the integration catered for must include periodic bulk export/import of arrears balances/collections to / from the billing system.

**6.11.** The service provider must indicate their approach to the requirements of mSCOA with respect to data exchange between systems.

**6.12.** The system must cater for storage of all information to comply with financial services regulations (e.g. the storage of all sales/vending transactions).

**6.13.** The vending system will provide a web-based interface to allow for management functionality and reporting over the Ndlambe Local Municipal Intranet and internet. Connections will be secured by mutually authenticated SSL between the management terminals and the web server. The standard Microsoft Internet Explorer will be used for this. The system must ensure that the program supports the latest version of Microsoft Internet Explorer and always keep up with updates by Microsoft. The currently deployed version of Microsoft Internet Explorer is IE8.

**6.14.** Tamper monitoring and specific technologies to effect notifications in this regard should be catered for in the solution.

## **7. SYSTEM / OPERATION REQUIREMENTS**

### **7.1. GENERAL**

The administrator(s) must have the option to link directly into the server from their offices for e.g., management, reports, etc. Maintenance staff must have the option to link into the system over a 3G data connection from remote locations to perform customer maintenance functions. All required licenses must be clearly defined, and a list with license costs must be provided. All limitations must also be clearly indicated.

All current data on the current vending systems used by the municipality must be catered for on the supposed vending system. The last 3 years data must be migrated into the proposed vending system from the current vending system.

## **7.2. ACCESS**

It must be possible to allocate access rights into the system into users and user groups. Access rights allocations shall be transferred during the data migration process and distributed throughout the system. The vending system must allow for activation of password ageing functionality. If this function is activated, the password of the particular user shall expire after a definable amount of time. Early password expiry warnings must be available. In addition, a concurrent log-in limit for log-in attempts is also required. User IDs not used or disabled permanently must not be able to be removed from transaction history data. A full audit trail on user IDs and movement must be kept. Access rights must be configured by the Ndlambe Local Municipality.

## **7.3. ARREARS**

The vending system offered by tenderer shall make it possible for the municipality to deduct arrears from moneys tendered by consumers to purchase pre-paid electricity and / or water. The vending system must be able to define within the applicable arrears scheme and/or credit control policy of the municipality different arrears recovery categories/indexes. Within each category/index, the system shall allow for various recovery alternatives. This must be included and enforced in all electricity dispensing strategies and/or systems, inclusive of third party vending systems.

The system shall allow for at least:

- Fixed percentage of transaction recovery
- Availability charge recovery on a monthly or daily basis
- Full arrear payment recovery
- Partial or percentage-based arrear recovery and limited sales

Partial arrear recovery (based on amount arranged to pay towards arrears – signed arrangement) and limited sales (sales after payment be limited to the average units used per month).

## **7.4. BLOCKING**

The vending system offered by the tenderer will allow for profiled blocking of purchases by customers based on arrears balances in specific account types. Blocking will be configurable by account type and will allow for either no sales or limited monthly sales to customers with arrears balances.

Customers with shared service accounts will all be unblocked simultaneously when any one blocked account is paid in full.

## **7.5. mSCOA**

The service provider must indicate their approach to the requirements of mSCOA with respect to data exchange between systems.

The service provider must provide proof of at least one on-line integration with a billing system where arrears balances are updated and transactions are posted to the billing system real-time.

Further the service provider has to provide proof that the system is able to pick up all ownership changes done on the Munsoft Financial system and change the meter details to be that of the new owner of the property as and when integration are run at least monthly.

## **7.6. ENGINEERING**

The system must make provision for the generation of all STS engineering vouchers directly from the management terminal and these vouchers can be printed, viewed (without printing) or sent via SMS. An Android smart phone-based Engineering application must be provided. The application must allow for issuing of engineering tokens and for field meter replacements with an audit trail including GPS coordinates.

## **7.7. FREE ISSUES / REPLACEMENT TOKENS**

The vending system should allow the issuing of vouchers free of charge with the requirement to add reasons and free text notes to each issue.

## **7.8. KEY MANAGEMENT**

The vending system must support the upload of key management files (KMF) into the system database to configure and connect encryption devices, for STS encryption algorithms. This can be used to load details of new area keys into the encryption device.

STS certification is required, in the name of the bidding company, to a minimum of STS Edition2: IEC62055-41 Ed3, including Electricity and Water units and currency vending and Key Management and Engineering tokens, conforming to a minimum of Edition 1.9 of the STS standards. Security modules in use must be the Prism STS-6 type module.

## **7.9. VENDOR CREDIT MANAGEMENT**

The vending system should allow a limit for the amount of credit that any individual terminal or group of terminals in the system can issue without re-authorization. This amount can be defined per terminal.

The credit update of a terminal must be done by a supervisor (or another user with appropriate access rights) updating the credit limit via the management interface. All updates will be recorded; the records will include the previous credit balance and the user identity, the date and time of the update and a reference field with free text entry. The update will automatically print for audit purposes.

Electricity token limits will be set at terminal group level. These limits may be exceeded by operators with the input of a password to confirm the transaction value.

## **7.10. MESSAGES**

The vending system should allow the Municipality to define voucher messages that are printed at the bottom of the printed voucher. The municipality must have the option to change the messages according to requirements.

## **7.11. REGISTRATION**

The vending system must be able to track any historical connections between the meter, point of connection and the consumer.

## **7.12. VENDING**

Vending to a consumer shall only be possible when a point of connection and meter are linked to the consumer and a tariff has been selected. The customer must still be able to do payments although blocked for pre-paid electricity sales.

Free water must be issued to identified indigents based on the Municipalities Indigent policy. The indigent register is updated monthly and the system must accommodate these updates monthly or as requested.

Free Basic Water tokens must be SMS'd to those indigents that have registered mobile numbers immediately the new register becomes available. The tokens must also be available to the Indigent customers at all points of sale on request. Additionally, a USSD based service request must be available for the customers to request their tokens from

their mobile phones.

### **7.13. SEARCH AND FILTER**

The vending system should support full search for the following items in registration:

- 7.13.1. Consumer surname, first names, ID number, postal address details, comments, blocking codes, account number, point of connection, meter serial number.

All of these searches can be incremental searches or full word searches. Once the search criteria are entered, the system must display the first record matching the search condition or the closest field at any one time for the search.

### **7.14. REPORTS**

The vending system should support a set of standard reports and the capability to customize and / or create new Reports. The tenderer undertakes to add or alter reports according to the needs of the Municipality for at least the first six months free of charge.

Printer selection and formatting according to operating system availability must be supported. Exporting all reports to at least Excel or PDF must be supported.

The standard reports required should include:

#### **7.14.1. Standard operator reports**

- 7.14.1.1. Operator actions between dates grouped by date
- 7.14.1.2. List of all users registered on the system
- 7.14.1.3. List of all the user's groups and their functions
- 7.14.1.4. List of all the groups and their respective functions

#### **7.14.2. Standard consumer reports**

- 7.14.2.1. Number of consumers registered by town between dates
- 7.14.2.2. List of POC'S grouped by system area code
- 7.14.2.3. List of all STS meters registered on the system
- 7.14.2.4. List of towns registered on the system
- 7.14.2.5. List of disconnected meters by POC between dates
- 7.14.2.6. List of disconnected meters by disconnect reason between dates
- 7.14.2.7. Consumer information for POC'S
- 7.14.2.8. Total new connections per town
- 7.14.2.9. Total installed meters per town

- 7.14.2.10. Meter replacements per town
- 7.14.2.11. All consumers in alphabetic order

### 7.14.3. **Standard transaction reports**

- 7.14.3.1. List of transactions grouped by date between dates
- 7.14.3.2. Sum of transactions grouped by transaction type and tariff
- 7.14.3.3. List of credit and debit card transactions between dates
- 7.14.3.4. Total electricity bought between dates by consumer
- 7.14.3.5. Free issues between dates per meter
- 7.14.3.6. Cheque List between dates
- 7.14.3.7. Low purchases of electricity over a specified period
- 7.14.3.8. Total electricity bought in the last 30 and 90 days
- 7.14.3.9. Breakdown of consumer's purchase times between dates
- 7.14.3.10. Balancing report of credit amounts used against physical transactions
- 7.14.3.11. Reversals between dates
- 7.14.3.12. Summary of all end of shifts for a user between dates
- 7.14.3.13. All transactions for a meter between custom dates
- 7.14.3.14. Arrears owed by consumer
- 7.14.3.15. Daily cash reconciliation report
- 7.14.3.16. All transactions for a account between dates
- 7.14.3.17. Low consumption report
- 7.14.3.18. Indigent high purchase report
- 7.14.3.19. Total sales by town
- 7.14.3.20. Total sales by operator
- 7.14.3.21. All transactions for one shift on one user
- 7.14.3.22. Shift details for one user
- 7.14.3.23. IBT customer purchase breakdown with graph
- 7.14.3.24. IBT month sales analysis by Tariff Class

### 7.14.4. **Engineering reports**

- 7.14.4.1. Operator actions between dates grouped by date
- 7.14.4.2. List of all users registered on the system
- 7.14.4.3. List of all the user's groups and their functions
- 7.14.4.4. List of all the groups and their respective functions

### **7.15. SOFTWARE**

The vending system should be able to use/support the Windows 10, or earlier software/operating systems.

### **7.16. TARIFFS**

The vending system must support the use of vending based tariffs. The system must cater for pre-defined tariffs by date to be created in advance. Tariff structure of current vending systems must be accommodated. List of all users registered on the system. Meter Tariff Index and Customer Tariff Class must not be linked in the system in order to avoid key changes when tariffs are changed, for instance from an Indigent to Domestic tariff.

### **7.17. BLOCK TARIFFS**

A block tariff module or stepped tariffs must be able to be defined.

### **7.18. VAT**

The vending system shall support the use of vending-based VAT, where the VAT is calculated at the time of vending.

### **7.19. SECURITY**

The vending system interconnections shall be secured with mutually authenticated SSL certificates. The tenderer must describe the process of issuing and managing these certificates.

Passwords must meet the Auditor General's requirements in terms of complexity and expiry. An optional One Time Pin for system administrators must be provided for.

### **7.20. ACCOUNT PAYMENTS**

In vending, it should be possible to pay off arrears or portions of them separately from the purchase of actual electricity.

The solution shall also allow for debtor payments and sundry payments if and when required by the Ndlambe Municipality. This functionality will allow and provide Ndlambe Municipality the capability of collecting account payments, arrear amounts as well as sell pre-paid services.

The business rules of the municipality will apply at all times. Current account amounts, arrear amounts, linked account amounts and blocking codes will be transferred from the financial system to the vending system.

The system must make provision for capturing of debit– and credit cards payments and cancellation of payments (not tokens). Cancellation options must be linked to access rights.

**NOTE:** The debit card and credit card options must be configurable for each workstation.

The system must work in such a manner that the pre-paid electricity sales as well as the account payment amount be deducted from the credit amount on the dispensing unit.

The cashier must be warned before a transaction is finally accepted.

The system must allow the cashier different search options but at least the following:

- Swipe meter card
- Manually key in meter number
- Manually key in billing account number

#### **7.21. VENDING AMOUNTS**

A list of predefined typical purchase amounts must be individually set up for each workstation in a vending system.

#### **7.22. THIRD PARTY VENDING**

The service provider must be integrated with third party vending providers in order to provision the Municipality with a broad-based third-party footprint to sell prepaid electricity locally and nationally.

The footprint must include retail chain stores, banks, petrol stations web based sales using credit card and/or EFT, and non-retail vendors. The service provider must indicate the process and cost, if any, of deploying additional footprint with non-retail (informal) vendors to areas where there is deemed to be insufficient coverage.

The service provider should indicate the process that they use to deal with non-retail (informal) vendors that are over-charging customers.

The service provider must describe in detail their remittance process where monies collected are paid across to the municipality. This must include payment schedules and administration requirements.

A list of vending sites or proposed vending sites, retail stores and banks that will be made available must be provided. Only one level of aggregation is allowed; no sub-aggregators shall be enabled in order to control the vending footprint effectively.

Please note: the municipality will not allow voucher-based vending to its customers.

A supporting letter from the aggregator(s) is required.

#### **7.23. IMPLEMENTATION AND COMMISSIONING**

The tenderer shall be responsible for the conversion of current Ndlambe Municipal system data, static as well as historical transaction as well as all meter related data to the new system of which the cost must be included in the proposal.

#### **7.24. SYSTEM CHANGES AND ENHANCEMENTS**

The tenderer shall indicate corporate policy requirements on system enhancements and changes, including mSCOA compliance and the upcoming key rollover.

#### **7.25. REVENUE PROTECTION**

The Tenderer will provide an Android based audit application downloadable from the Google Play Store, which utilises the phone GPS and camera to record audit data, as well as referencing back to the vending system in order to validate customer and address details.

Data such as last purchase dates and averages shall be presented to the auditor in order for them to make informed decisions while they are carrying out the audit. The application allows for job card functionality, scheduling of audits and routes.

As well as recording audit data, the application must allow for meter replacements and for basic engineering tokens to be made, according to the user profile.

The application must also allow for offline audit operations as these are data intensive and must be synchronised when the user is in a Wi-Fi zone.

Audits must be reported on and reviewed from a web portal which shows the audit activity on a map and is able to present the GIS data to the municipality for loading to their GIS systems. Further to this, the spatial data must be made available to be incorporated in the mainstream Vending solution once the audits have been completed.

The audit process must include data cleansing, with updates for account numbers and customer data as a minimum. Any fines or charges to be levied to the customer for tampering must be automatically calculated or must be recorded for approval and implementation at a later stage.

Revenue protection staff must be accredited in Law Enforcement as required by the municipality in order to issue penalties to the public with respect to tampering.

## **8. SYSTEM SITE VISIT/DEMONSTRATION**

Ndlambe Local Municipality retains the right to request a full system demonstration and/or site visit. The tenderer undertakes to arrange as such. A full list of current system users with contact details should be supplied by the tenderer. The municipality reserves the right to contact any of these users and the tenderer undertakes to arrange a site visit to any user(s) as indicated by the Municipality within a specified timeframe as agreed on.

## **9. CUSTOMER REFERENCES**

The tenderer must supply at least three reference letters from other Municipalities confirming that the tenderer provides them with prepayment hosted online-vending services, third party vending via a broad based footprint and also arrears collection via data exchange with the Municipality billing system. The letter must confirm the period that the tenderer has been providing the service to the Municipality.

The Ndlambe Municipality may wish to contact one or more of the tenderer's reference clients during the tender evaluation period. Please provide contact names and details of the individuals who should be contacted in this regard.

Contact with reference clients will be arranged through the tenderer, but Ndlambe Municipality reserves the right to conduct these information sharing sessions without representatives from the tenderer being present.

Live or real time updates for bill payments and arrears collections should be offered and proof in the form of a letter from the Municipality should be provided.

**PERFORMANCE OF SUCCESSFUL BIDDER**

The successful bidder will undergo a performance review by the Ndlambe Municipality upon delivery of each order to assess the bidder’s performance. If the successful bidder continuously underperforms or does not meet the service level required as per the contract, the service provider will be issued a written notification of such poor service. Continued poor performance will result in the termination of the contract.

Signature of the bidder.....

## COMPLIANCE SCHEDULE

No.	Question	Yes / No	Comments
1	Does the system comply with all the STS specifications as listed in the tender? STS certificate to be supplied. Is the system certified for Electricity and Water vending?		
2	Does the system allow for configuration by the municipality for various system requirements?		
3	Is a list of system limitations attached?		
4	Is a full, detailed functionality description of the system attached?		
5	Is there a detailed strategy for the upcoming TID rollover included with an indication of cost to the Municipality?		
6	Is a detailed graphical drawing of the proposed network and system attached?		
7	Is a detailed disaster recovery plan attached?		
8	Is a comprehensive 3rd Party payment remittance process attached?		
9	Are different servers utilized for different applications e.g. transaction server, management server, etc.?		
10	Is this a single database solution with no data transfer or replication required?		
11	Does the system have the capability to provide pre-paid services to Electricity and Water customers using a single interface? Does a single Customer record have the ability to link to multiple meter account types?		
12	Does the system integrate to other vending mechanics such as automatic cash handling machines, self-service terminals and other third party options using Eskom XMLVend as an interface language?		
13	Is the system native XML or does it require a translation interface for XML based vending?		
15	Does the system allow for convenience charges to be charged at specific vending outlets over specific periods?		
16	Does the system provide for integration to the other systems in use at the municipality through the following options: periodic bulk export/import/registration of data/meter to and from other business systems, on-line real-time per transaction synchronization of data? Have the requirements of mSCOA been addressed in the offer?		
17	Does the system comply with financial services regulations regarding storage of data?		
18	Does the system provide WEB integration for management functionality and reporting? Specify what standard will be used.		
19	Can the administrators log into the servers directly from their offices? Can admins log in remotely over the internet?		

No.	Question	Yes / No	Comments
20	Is a list of license requirements with limitations attached?		
21	Does the system provide for smart metering?		
22	Does the system provide for access rights into the system for uses and groups?		
23	Does the system provide for user ID disabled or removed to remain in history transaction data?		
25	Does the system provide for arrear recovery in line with the credit control policy of the municipality?		
26	Does the system provide for at least the following arrear recovery alternatives: fixed percentage of transaction recovery; service based recovery; full arrear payment recovery; partial arrear payment recovery with limited electricity sales?		
27	Does the system provide for “free issues” (EBSST token) to specific customers like indigents?		
28	Does the system allow a “free issue” (EBSST token ) to indigents without having to purchase electricity or pay arrear amounts even if system is set to full arrear recovery?		
29	Does the system print “duplicate invoice” or “copy invoice” on a receipt if the “free issues” (EBSST token) is requested more than once in a calendar month?		
30	Does the system allow the generation of all engineering tokens directly from the system master station?		
31	Does the system allow all engineering tokens to be either printed, viewed without printing or sent through SMS?.		
32	Does the system support all the different types of engineering vouchers as specified in the tender?		
33	Does the system provide for up-front vending?		
34	Can the abovementioned amount be defined per workstation?		
35	Does the system provide for messages at the bottom of the token voucher which can be changed by the municipality according to the municipality’s requirements?		
36	Does the system keep all historical connections between the meter, point of connection and the customer?		
37	Does the system allow vending when a point of connection, meter or tariff is not linked to a customer?		
38	Does the system allow payment of accounts although a blocking code is active that does not allow the customer to purchase pre-paid electricity tokens?		
39	Does the system provide for at least the standard reports as stipulated in the tender?		

No.	Question	Yes / No	Comments
40	Does the system allow for preview of reports before printing?		
41	Is a statistical Monthly Management Report available? Is a sample provided?		
42	Does the system support the use of vending based tariffs?		
43	Does the system provide for pre-defined tariffs by date to be created in advance?		
44	Does the system accommodate the current vending structures of the municipality?		
45	Does the system support IBT (stepped tariffs)?		
46	Does the system support vending based VAT that is calculated at time of vending?		
47	Does the system provide for batch numbers to follow sequentially and print a breakdown of all money received separately?		
48	Does the system provide for the payment of arrear amounts, current amounts or linked account separately from purchasing pre-paid electricity tokens?		
49	Does the system provide for the cashier to enter the full amount from which the arrear amount will automatically be deducted and the remainder of the money will then automatically be allocated towards pre-paid electricity sales?		
50	Does the system make provision to warn the cashier before finalizing any transaction?		
51	Does the system provide for integration of historical data?		
52	Is a list of current system users with full contact details supplied?		
53	Was an assessment of current infrastructure done and an optimum solution recommendation attached?		
54	Is the system TCP/IP compliant and be able to operate real-time over Ethernet on a LAN/WAN/WIFI/GPRS/3G/EDGE/HSDPA/ADSL/DIGINET environment as available in certain areas?		
55	Does the system support vending stations running on at least Windows XP?		
56	Are all communications between client and server secured by mutually authenticated SSL certificates?		
57	Is provision made for periodic data synchronization with an off-line database in the municipal environment?		
58	Does the system support the latest version of The standard Microsoft Internet Explorer and always keep up with updates by Microsoft.		
59	Does the system function under low-bandwidth requirements with minimum packet size? Please specify the band-width.		
60	Does the system fully integrate with the		

No.	Question	Yes / No	Comments
	Municipality Financial system		
61	Does the system cater for a Monthly indigent update from file		
62	Is there an aggregator support letter attached?		
63	Is a policy regarding overcharging by vendors included		
64	Is an ISO 9001-2015 certificate provided in the name of the bidder?		
65	Are there at least 3 options to allow the municipality to choose from for the Revenue Enhancement option.		
66	Is a broad-based third-party vending footprint provided to municipalities including major retail, major banks, informal sector and web vendors?		

**Phase 1 – Technical prequalification**

Tenderers must comply with all points in order to proceed to Phase 2

Item	Description	Comply	
		Yes	No
1	Standard Transfer Specification (STS) Certification to Edition 2, IEC62055-41 Ed3, STS600-8-6, including Electricity and Water Units and Currency Vending, and Key Management and Engineering tokens in the name of the bidding company. <b>Certificate to be provided.</b>		
2	ISO Certification to 9001-2015 in the name of the bidding company. <b>Certificate to be provided.</b>		

## Functionality Evaluation

The bid will be subject to a functionality evaluation, to determine the technical capability of the bidder.

Bidders must obtain a minimum functionality score of 80 points out of 100 points to proceed to the Price and Specific Goals evaluation stage. Bidders failing to achieve the minimum score stated above will be disqualified from further evaluation.

Item	Description	Value		Score	
1	Single interface, integrated multi-utility system, vending Electricity and Water from a single interface. STS Certificate to be in the name of the bidding company. A demonstration of this may be requested.	10	Full description and STS approval/certificate	10	
			No description and/or STS approval/certificate	0	
2	Broad based third-party vending footprint provided to municipalities including retail, banks, informal sector and web vendors. (Include listing)	10	5 years or more	10	
			2 years or less	5	
			No experience	0	
3	Hosted on-line vending provided to municipalities proof to be in the form of reference/ appointment letters from Municipalities with contact information and dates of appointment period OR list of references and contact information with appointment period dates.	10	5 years or more	10	
			2 years or less	5	
			No experience	0	
4	Disaster recovery and business continuity plan	10	Plan included	10	
			No plan	0	
5	Provision for an off-line database snapshot hosted at the municipality	5	Provision	5	
			No provision	0	
6	Letters from municipalities confirming third party vending and arrears collection. At least one of the letters to be for a fully integrated setup between vending system and billing system meaning where Live daily or real time updates for bill payments and arrears collections are in place.	10	3 letters	10	
			2 letters	5	
			1 letter	2	
7	Detailed mSCOA implementation approach included and one letter	10	Plan and letter included	10	
			No plan and/or letter	0	

	confirming on-line integration				
8	Overview of approach to the Revenue Enhancement Programme	10	Plan included	10	
			No plan	0	
9	Mobile engineering application for field staff which is used to supply engineering tokens, perform audits, meter exchanges in the field etc.	10	Comprehensive tool	10	
			Basic tool	5	
			No tool	0	
10	<b>Financial System Integration</b> Demonstration of the system integration with a Financial Management System preferably Munsoft. Points will be awarded as follows:	15	Integration with Munsoft:	15	
			Integration with other Systems:	5	

\*\*Please see below reference list of retail, banks & web vendors to have for full marks point 2

<b>Banks</b>		<b>Corporate Stored</b>		<b>Online</b>	
ABSA		Pick n Pay			
FNB		Spar			
Standard Bank					
Capitec					
Nedbank					
Investec Bank					
Old Mutual					

## RESOLUTION OF AUTHORITY TO SIGN DOCUMENTS

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.

<b>A</b> Company	<b>B</b> Partnership	<b>C</b> Joint Venture	<b>D</b> Sole Proprietor	<b>E</b> Close Corporation	<b>F</b> Other (Specify)

I/We, the undersigned, am/are\* duly authorised to sign the Tender Form for this contract on behalf of..... (bidding entity) acting in the capacity of ..... (Position in the Enterprise), and will sign as follows..... , the Bid/Tender, and all documents and/or correspondence of this tender and any contract resulting from it on behalf of the company.

Witness 1 Signature:

\_\_\_\_\_

Witness 2 Signature:

\_\_\_\_\_

Chairperson's Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Name of Directors/Members or Partners	Capacity	Signature	Date

**Note:**

This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise. Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

Alternative a resolution taken by the parties to the bidding entity may be attached to this bid, authorizing a signatory for THIS bid.

**FORM OF OFFER**  
**TENDER 30/2526 – PREPAID VENDING SYSTEM (PURCHASES) (MBD 3.1)**

Name of Bidder: _____	Bid Number: Tender 30/2526
Closing Time: 12:00 (NOON)	Closing Date: 22 September 2025

**TENDER WILL BE VALID TILL 21 DECEMBER 2025**

BID PRICE IN RSA CURRENCY

\*\* (ALL APPLICABLE TAXES INCLUDED)

Prices to be based on monthly third-party electricity sales of R1.2M, of which credit cards account for R0.3M and R0.7M cash, over the counter sales of R0.2M and an active meter base of 4 000 connections.

Monthly number of FBE tokens for distribution 1500

Having examined the bid documentation and the requirements as set out in the document, and noting the requirement that any disputes arising must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law, I/We\* offer to provide the required services, as fully detailed in the bid invitation notice and this bid document, for the **fully inclusive** sum(s) as follows:

**PRICE OFFER DATA**

**A ONCE OFF: SYSTEM SETUP, IMPLEMENTATION AND TRAINING COST**

ITEM	DESCRIPTION	FIXED PRICE (INCL. VAT) FROM DATE OF APPOINTMENT TILL _____
1.1	SYSTEM SETUP COST	
1.2	DATA MIGRATION COST	
1.3	INTERFACE WITH MUNSOFT (FINANCIAL SYSTEM)	
1.3.1	FILE BASED INTEGRATION	
1.3.2	WEB SERVICES BASED INTEGRATION	
1.4	TRAINING COST PER 10 USERS	
1.5	HANDHELD VENDING TERMINALS x 3	
1.6	STS6 IMPLEMENTATION COST	
1.7	OTHER	
1.7.1		
1.7.2		
1.7.3		
<b>(A) TOTAL FIXED PRICE (Including VAT)</b>		

**B1 MONTHLY AND VARIABLE COST – YEAR 1**

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/ PERCENTAGE (INCL. VAT)	TOTAL BID PRICE (INCL. VAT) YEAR 1 (12 MONTHS)
1	Management/Hosting Fees	12		
2	Applicable License Fees	12		
3	Data Communication Cost	12		
4	Supervending Bank Credit Card Fees	12		
5	Supervending Commission: 3 <sup>rd</sup> party vending sales	12		
6	Supervending Commission: Bank Cash Deposits	12		
7	Additional Fees (specify below)	12		
7.1	SMS of FBE tokens	12		
7.2	USSD delivery of FBE tokens	12		
<b>TOTAL MONTHLY AND VARIABLE COST (INCL. VAT) YEAR 1</b>				

**B2 MONTHLY AND VARIABLE COST – YEAR 2**

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENTAGE (INCL. VAT)	TOTAL BID PRICE (INCL. VAT YEAR 2 (12 MONTHS))
1	Management/Hosting Fees	12		
2	Applicable License Fees	12		
3	Data Communication Cost	12		
4	Supervending Bank Credit Card Fees	12		
5	Supervending Commission: 3 <sup>rd</sup> party vending sales	12		
6	Supervending Commission: Bank Cash Deposits	12		
7	Additional Fees (specify below)	12		
7.1	SMS of FBE tokens	12		
7.2	USSD delivery of FBE tokens	12		
<b>TOTAL MONTHLY AND VARIABLE COST (INCL VAT) YEAR 2</b>				

**B3 MONTHLY AND VARIABLE COST – YEAR 3**

ITEM	DESCRIPTION	QUANTITY FOR TWELVE MONTHS	UNIT PRICE/PERCENTAGE (INCL. VAT)	TOTAL BID PRICE (INCL. VAT YEAR 3 (12 MONTHS))
1	Management/Hosting Fees	8		
2	Applicable License Fees	8		
3	Data Communication Cost	8		
4	Super-vending Bank Credit Card Fees	8		
5	Super vending Commission: 3 <sup>rd</sup> party vending sales	8		
6	Super vending Commission: Bank Cash Deposits	8		
7	Additional Fees (specify below)	8		
7.1	SMS of FBE tokens	8		
7.2	USSD delivery of FBE tokens	8		
<b>TOTAL MONTHLY AND VARIABLE COST (INCL. VAT) YEAR 3</b>				
<b>TOTAL BID PRICE (A+B1+B2+B3) (Including VAT) – 32 MONTHS</b>				

**C1 OPTIONAL AUDITS YEAR 1**

ITEM	DESCRIPTION	QUANTITY PER MONTH FOR TWELVE MONTHS	UNIT PRICE/PERCENTAGE (INCL. VAT)	TOTAL BID PRICE (INCL. VAT) YEAR 1 (12 MONTHS)
1	Sweep Audits	200		
2	Targeted Audits (90-day list)	100		
<b>TOTAL MONTHLY COST (INCL. VAT) YEAR 1</b>				

**C2 OPTIONAL AUDITS YEAR 2**

ITEM	DESCRIPTION	QUANTITY PER MONTH FOR TWELVE MONTHS	UNIT PRICE/PERCENTAGE (INCL. VAT)	TOTAL BID PRICE (INCL. VAT) YEAR 2 (12 MONTHS)
1	Sweep Audits	200		
2	Targeted Audits (90-day list)	100		
<b>TOTAL MONTHLY COST (INCL VAT) YEAR 2</b>				

**C3 OPTIONAL AUDITS YEAR 3**

ITEM	DESCRIPTION	QUANTITY PER MONTH FOR TWELVE MONTHS	UNIT PRICE/PERCENTAGE (INCL. VAT)	TOTAL BID PRICE (INCL. VAT) YEAR 3 (12 MONTHS)
1	Sweep Audits	200		
2	Targeted Audits (90-day list)	100		
<b>TOTAL MONTHLY COST (INCL. VAT) YEAR 3</b>				
<b>TOTAL AMOUNT FOR C1+C2+C3 (Including VAT) – 32 MONTHS</b>				

Having examined the bid documentation and the requirements as set out in the document, and noting the requirement that any disputes arising must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law, I/We\* offer to provide the required services, as fully detailed in the bid invitation notice and this bid document, for the **fully inclusive** sum(s) as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_(AMOUNT IN WORDS)

**TOTAL PRICE OFFER (INCLUDING VAT) PER ABOVE**

R.....

I the undersigned (Full Names) .....duly authorized thereto hereby undertake to supply all the stipulated goods to Ndlambe Local Municipality in accordance with the requirements and specifications stipulated in Tender 30/2526 for the **PREPAID VENDING SYSTEM** as per the above price/s quoted. The offer/s remains binding upon me/company/close cooperation and open for acceptance by Ndlambe Local Municipality during the validity period indicated and calculated from the closing time of the bid.

Signed on this..... day of .....2025, at

..... (Place)

**SIGNATURE OF AUTHORISED PERSON:** .....

**NAME OF AUTHORISED PERSON:** .....

**On behalf of the bidder (Company Name)**.....

WITNESS 1: .....

WITNESS 2: .....



# NDLAMBE LOCAL MUNICIPALITY – MBD 4

Causeway Road  
P O Box 13  
Port Alfred  
6170

Phone: (046) 604 5500  
Fax: (046) 604 2702  
tenders@ndlambe.gov.za  
<http://www.ndlambe.gov.za>

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 offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

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

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<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, principle shareholders or stakeholders in service of the state? **YES / NO**

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

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

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

3.14 Do you or any of the directors, trustees, managers, principal 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:  
.....  
.....

1. Full details of directors / trustees / members / shareholders:

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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



# NDLAMBE LOCAL MUNICIPALITY – MBD 5

Causeway Road  
P O Box 13  
Port Alfred  
6170

Phone: (046) 604 5500  
Fax: (046) 604 2702  
tenders@ndlambe.gov.za  
<http://www.ndlambe.gov.za>

## DECLARATION FOR PROCUREMENTS ABOVE R5 MILLION (VAT INCLUDED)

For all procurements expected to exceed R5 million (VAT 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 a municipality 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 a municipality or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

.....

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**



## NDLAMBE LOCAL MUNICIPALITY – MBD 6.1

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P O Box 13  
Port Alfred  
6170

Phone: (046) 604 5500  
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<http://www.ndlambe.gov.za>

### **SPECIFIC GOALS PREFERENTIAL POINTS CLAIM FORM IN TERMS OF THE MUNICIPALITY'S PREFERENTIAL PROCUREMENT POLICY, 2023 AND THE PREFERENTIAL PROCUREMENT REGULATIONS OF 4 NOVEMBER 2022 (Gazette 47452)**

This specific goals preferential points claim form is submitted with bids invited where the estimated procurement amount exceeds R30 000. It contains general information and serves as a claim form for points for **specific goals** as follows:

- Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution, and
- Bidder Locality

#### **1. GENERAL CONDITIONS**

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

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

1.2. Points shall be awarded for:

- 1.2.1. Price;
- 1.2.2. B-BBEE Status Level of Contributor (Specific Goal 1); and
- 1.2.3. Locality of bidder (Specific Goal 2)

1.3. The formulae and methodologies to be applied in calculating price and specific goal points shall be those as set out in the 2022 PPPFA Regulations (the Preferential Procurement Regulations made by the Minister on 4 November 2022) 4 to 7, which formulae and methodologies are subject to amendment by the Minister from time to time.

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

#	Component	Maximum Points – value up to R50 million	Maximum Points – value above R50 million
1	Price	80	90
2	B-BBEE Status Level of Contributor	10	5
3	Locality of bidder	10	5
	<b>Total points</b>	<b>100</b>	<b>100</b>

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

## 2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (j) "specific goals" means specific goals as contemplated in Para 4 of Ndlambe Municipality's Preferential Procurement Policy.

## 3. BID DECLARATION – SPECIFIC GOALS

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

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4

B-BBEE Status Level of Contributor: = \_\_\_\_\_ Points claimed = \_\_\_\_\_(see below)

B-BBEE Level	Points - value up to R50 million	Points - value above R50 million
1	10	5
2	5	2.5

### N.B. B-BBEE Certificate or Affidavit to be attached.

3.2 Bidders who wish to claim Locality Points must complete the following:

Full physical address of bidder: \_\_\_\_\_

Bidder Locality	Points - value up to R50 million	Points - value above R50 million
Ndlambe LM	10	5

**N.B. • A recent Ndlambe Municipality Billing Clearance Certificate indicating that the bidder's property details in the Ndlambe jurisdiction are not in arrears for more than three months, is to be attached .**

**4. DECLARATION WITH REGARD TO COMPANY/FIRM**

4.1 Name of company/firm: \_\_\_\_\_

4.2 VAT registration number (if a VAT Vendor) \_\_\_\_\_

4.3 CSD (Central Supplier Database) number: MAAA \_\_\_\_\_

**4.4 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

**4.5 MUNICIPAL INFORMATION**

Municipality where business is situated: \_\_\_\_\_

Registered Account Number: \_\_\_\_\_

Stand Number: \_\_\_\_\_

4.6 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor and Locality in paragraphs 1.4 and 3 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 3, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES
1.....
2.....

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



## NDLAMBE LOCAL MUNICIPALITY – MBD 8 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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<http://www.ndlambe.gov.za>

---

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

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

### CERTIFICATION

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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



## NDLAMBE LOCAL MUNICIPALITY – MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

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<http://www.ndlambe.gov.za>

- 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 and proposals.

<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



# CERTIFICATE FOR MUNICIPAL SERVICES

Causeway Road  
P O Box 13  
Port Alfred  
6170

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tenders@ndlambe.gov.za  
<http://www.ndlambe.gov.za>

Information required in terms of Ndlambe Municipality's Supply Chain Management Policy, Para 14(5)(b):

Tender Reference or Description: Tender 30/2526 – PREPAID VENDING SYSTEM

Name of Bidder:

### 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 documents.

Name of Director/Member/ Partner	Identity Number	Physical residential 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 municipal entity in respect of which payment is overdue for more than 30 days.

\_\_\_\_\_

Signature

THUS DONE AND SIGNED for and on behalf of the Bidder/Contractor

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

**Please note:**

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.



**AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE NDLAMBE MUNICIPALITY**

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P O Box 13  
Port Alfred  
6170

Phone: (046) 604 5500  
Fax: (046) 604 2702  
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To: THE MUNICIPALITY MANAGER, NDLAMBE MUNICIPALITY

From: \_\_\_\_\_  
(Name of tenderer)

**RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE NDLAMBE MUNICIPALITY**

The tenderer:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the Municipality Manager 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 NDLAMBE MUNICIPALITY, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the NDLAMBE MUNICIPALITY to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and
- c) confirms the information as set out in the tables below to give effect to b) above;
- d) The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (if the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

Physical <b>Business</b> address(es) of the tenderer	Municipal Account Number

If there is not enough space for all the names, please attach the information to **List of other documents attached by tenderer** schedule in the same format:

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

\_\_\_\_\_  
Signature  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

# NDLAMBE MUNICIPALITY



## TENDER 30/2526 PREPAID VENDING SYSTEM

### ADDITIONAL DOCUMENTATION

Attach further required documentation after this page  
(refer also to Tender Invitation Notice and elsewhere in the Bid Documentation):

1. CSD REPORT
2. TAX CLEARANCE CERTIFICATE/COPY OF TAX COMPLIANCE STATUS DOCUMENT (TCS) MUST BE ATTACHED
3. ATTACH VALID B-BBEE CERTIFICATE/ OR LETTER FROM REGISTERED AUDITORS
4. MUNICIPAL ACCOUNT NOT OLDER THAN THREE MONTHS
5. PROOF OF JOINT VENTURE AGREEMENT (IF APPLICABLE)

**BIDDER MUST ATTACH THE CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION SUMMARY REPORT**

**TAX CLEARANCE CERTIFICATE/COPY OF TAX COMPLIANCE STATUS DOCUMENT (TCS)  
MUST BE ATTACHED**

**ATTACH VALID B-BBEE CERTIFICATE/ OR LETTER FROM REGISTERED AUDITORS**

**THE BIDDING ENTITY AS WELL AS ALL ITS DIRECTORS MUST SUBMIT A MUNICIPAL ACCOUNT WHICH IS NOT MORE THAN THREE (3) MONTHS IN ARREARS**

**ATTACH PROOF OF JOINT VENTURE AGREEMENT**

## GENERAL REQUIREMENTS

- 1 The service provider is required to furnish full details requested on the tender forms. All rates tendered shall be inclusive of Value Added Tax at the prevalent rate and will be evaluated inclusive of VAT.

The bidder is requested to furnish all the relevant information not entertained on the form of bid under separate cover which shall form part of the bid.

### 2 COMPETENCY REQUIREMENTS

The service provider should have expertise and experience in the provision of services of a similar nature to the services requested by the NDLAMBE MUNICIPALITY.

### 3 COMPLETENESS OF THE BID INFORMATION

The NDLAMBE MUNICIPALITY may request clarification or additional information regarding any aspect of the bid. The Bidder must supply the requested information within 48 hours after the request has been made.

### 4 TERMINATION FOR DEFAULT

The client, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this contract in whole or in part:

- a) if the service provider fails to deliver any or all of the goods or provide the required services within the period(s) specified in the contract, or within any extension thereof granted by the client;
- b) if the service provider fails to perform any other obligation(s) under the contract; or
- c) If the service provider, in the judgement of the client, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

In the event the client terminates the contract in whole or in part, the client may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the client for any excess costs for such similar goods, works or services.

However, the service provider shall continue the performance of the contract to the extent not terminated.

### 5 EVALUATION CRITERIA

The evaluation of this Bid will be conducted in the following:

#### a) Assessment of Compliance to bid conditions and scope of work

Bids will be assessed for compliance to prequalification criteria, the bid requirements and scope of works after which they will progress to the functionality and 80/20 evaluation.

#### b) Assessment of functionality

The assessment of functionality will be done in terms of the evaluation criteria. A Bid will be disqualified if it fails to meet the minimum threshold for functionality as per the Bid invitation and will not proceed to the evaluation for price and specific goals. All responses to this Request for bids shall be evaluated in terms of the Functionality Criteria and Score Sheet which is to be completed by all bidders and, documentation supporting each criteria must be supplied.

#### c) Preference points systems and Specific Goals

Only those qualifying Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 will be used for price (VAT inclusive) and the 20 points for specific goals as follows as per the MBD 6.1 document.

- a. The following formula shall be used to calculate the points out of 80 for price inclusive of all applicable taxes:

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

Where

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

- b. The following tables shall be used to award points for B-BEE contribution and locality points as per the Ndlambe Municipality specific goals.

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 **table 1 below**:

B-BBEE Level	Points - value up to R50 million	Points - value above R50 million
1	10	5
2	5	2.5

**N.B. B-BBEE Certificate or Affidavit to be attached as per invitation to tender.**

Bidders who wish to claim Locality Points must complete the following:

Full physical address of bidder: \_\_\_\_\_

Bidder Locality	Points - value up to R50 million	Points - value above R50 million
Ndlambe LM	10	5

**Evidence required to claim locality points: –**

- A recent Ndlambe Municipality Billing Clearance Certificate indicating that the bidder's property details in the Ndlambe jurisdiction are not in arrears for more than three months, is to be attached , or
- Lease agreement with a Ndlambe Municipality address, or
- A statement of account with a Ndlambe Municipality address

**Where a lease agreement or statement of account has been provided, it subject to the address of the bidder being the same as that on their company registration documents, Central Supplier Database preferred address and have not changed for a period of two years.**

A Bidder failing to submit proof of B-BBEE status level of contributor will score zero(0) points. A Bidder will not be awarded points for B-BBEE status level of contributor if the response indicates that the Bidder intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the Bidder qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.

The points scored by an Bidder for specific goals will be added to the points scored for price.

The points scored will be rounded off to the nearest two decimal places. The contract shall be awarded to the Bidder scoring the highest points.

If the price offered by a bidder scoring the highest points is not market related, the Ndlambe Municipality may not award the contract to that bidder.

The Ndlambe Municipality may:

- a) negotiate a market related price with the Bidder scoring the highest points or cancel the bid;
- b) if the Bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid;
- c) if the Bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid.
- d) If a market related price is not agreed, the NDLAMBE MUNICIPALITY will cancel the bid.

## 5 COMPULSORY SUB-CONTRACTING

The tender is not subject to subcontracting .

## 6 SUBMISSION OF PROPOSALS

Proposals should be submitted in a sealed envelope, clearly marked “where after, Bids will be opened in public as per the invitation to tender. Late, telephonic, faxed and emailed electronic bids will not be accepted.

## 7 RETURNABLES:

The following documents must be submitted with the bidder’s Application:

7.1 Applications to be submitted by a Trust require certified copies of:

7.1.1 The Trust Deed and any amendments thereto;

7.1.2 The Trust’s Letters of Authority and endorsements thereto;

7.2 Applications to be submitted by a Partnership require certified copies of:

7.2.1 The applicable Partnership Agreement;

7.3 The Identity Document or Registration Document of each partner. Applications to be submitted by a Natural Person require a certified copy of the persons ID.

7.4 Each Bidder shall note the functionality criteria score sheet and, where applicable, documentation supporting each criterion in the functionality table must be supplied.

**7.5 Each Bidder shall complete the form of offer, failure to complete the form of offer will deem the bid non-responsive.**

7.6 Each Bidder shall submit proof of B-BBEE status level of contributor as per the invitation to tender. Failure to submit will result in zero (0) points scored for the B- BBEE points in the specific goals.

7.7 Each Bidder must complete and submit the MBD 4 hereto given Paragraph 44 of the Supply Chain Management Policy of the NDLAMBE MUNICIPALITY which provides that:

7.7.1 Irrespective of the procurement process followed, no award may be made to a person:

7.7.1.1 who is in the service of the state;

7.7.1.2 if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or

7.7.2 a person who is an advisor or consultant contracted with the NDLAMBE MUNICIPALITY.

7.8 Each Bidder shall complete and submit the Certificate of Independent Bid Determination.

7.9 Each Bidder shall submit proof that it is registered on the National Treasury Central Supplier Database (CSD).

7.10 Each Bidder shall submit proof of valid and compliant SARS Tax status issued in respect of Good Standing, through a SARS Tax pin/Tax Clearance Certificate or CSD SARS compliant status.

7.11 Proof of its VAT registration number, where applicable.

7.12 All Bidders should furnish proof that all amounts due to the Ndlambe Municipality by the

Bidder, it's Directors, Members, Trustees or Partners are up to date or that arrangements have been made in respect thereof. Bidders whose address or registered office is not within the jurisdiction of the Ndlambe Municipality should furnish proof that all amounts due to the local authority in whose jurisdiction their address or registered office is situated are up to date or that arrangements have been made in respect.

- 7.13 Have proof of registration of its SANAS/ The inspection body accreditation of South Africa, if applicable.
- 7.14 Have a certificate of registration in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993, if applicable.
- 7.15 Details of services provided by the Bidder to any organ of state in the last five (5) years.

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## BID FORM AND IMPORTANT CONDITIONS

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- 1 I/We hereby Bid to supply all of the supplies and/or to render all or any of the services described in the attached documents to the Ndlambe Municipality on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
  - 2 I/We agree that:
    - (a) the offer herein shall remain binding upon me/us and open for acceptance by the Accounting Officer during the validity period indicated and calculated from the closing time of the Bid;
    - (b) this Bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of contract and Preference Certificate with which I am/we are fully acquainted;
    - (c) if I/we withdraw my/our Bid within the period for which I/we have agreed that the Bid should remain open for acceptance, or fail to fulfill the contract when called upon to do so, the NDLAMBE MUNICIPALITY may without prejudice to its other rights, agree to the withdrawal of my/or Bid or cancel the contract that may have been entered into between me/us and the NDLAMBE MUNICIPALITY and I/we will then pay to the NDLAMBE MUNICIPALITY any additional expense incurred either to accept any less favorable Bid or fresh Bidders have to be invited, the additional expenditure incurred by the invitation of fresh Bids and by the subsequent acceptance of any less favorable Bid, the NDLAMBE MUNICIPALITY shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other Bid or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other Bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the NDLAMBE MUNICIPALITY may sustain by reason of my/our default;
    - (d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic (full address).
  - 3 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
  - 4 I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.
  - 5 I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
  - 6 I/We declare that I/we have participation / no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or Bid (s) involved.
  - 7 Are you duly authorized to sign the Bid? **\*YES / NO**
  - 8 Has the Declaration of Interest been duly completed and included with the other Bid forms? **\*YES / NO**
- \*Delete whichever is not applicable***

SIGNATURE (S) OF BIDDER_____
DATE:_____

Please complete the following in block letters

Capacity and particulars of the authority  
under which this Bid is signed \_\_\_\_\_

Name of Bidder \_\_\_\_\_

Postal Address \_\_\_\_\_

Telephone number(s) \_\_\_\_\_

Facsimile number(s) \_\_\_\_\_

Bid Number \_\_\_\_\_

Name of contact person \_\_\_\_\_

\_\_\_\_\_

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### **IMPORTANT CONDITIONS**

1. Failure on the part of the Bidder to sign this Bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the Bid.
2. Bids should be submitted on the official forms and should not be qualified by the Bidder's own conditions of Bid. Failure to comply with these requirements or to renounce specifically the Bidder's own conditions of Bid, when called upon to do so may invalidate the Bid.
3. If any of the conditions on this Bid form are in conflict with any special conditions, stipulations or provisions incorporated in the Bid, such special conditions, stipulations or provisions shall apply.
4. This Bid is subject to the Supply Chain Management Regulations and the General Conditions and Procedures and subsequent amendments thereto and re-issues thereof.
5. This Request for tender forms part of the official Supply Chain Management Processes of the Ndlambe Municipality and in the event of any conflict between the Supply Chain Management Policy and the Applicable Legislation, the provisions of the Applicable Legislation shall prevail.
6. Late and incomplete bids will not be accepted. The only or lowest bid will not necessarily be accepted and the Ndlambe Municipality reserves the right to accept the whole or any portion of a bid, or not to make an award.
7. Posted, e-mailed, or faxed applications will not be accepted.
8. Receipt by the NDLAMBE MUNICIPALITY of the Bidder's response shall not in any manner whatsoever oblige the NDLAMBE MUNICIPALITY to enter any negotiations or to enter into any contract with the Bidder and any award made in terms of this bid shall be subject to an agreement being concluded between the Bidder and the NDLAMBE MUNICIPALITY on terms and conditions acceptable to the Accounting Officer of the NDLAMBE MUNICIPALITY.
9. NDLAMBE MUNICIPALITY accepts no liability for any loss incurred by any person(s) due to events or actions taken as a consequence of the preparation and dissemination of this bid.
10. Any costs and/or expenses incurred by any Bidder in submitting its response shall be for the exclusive account of the Bidder and the NDLAMBE MUNICIPALITY shall not be liable in this respect whatsoever.
11. The Bidder acknowledges and agrees that it shall have no claim or claims whatsoever against the NDLAMBE MUNICIPALITY, including claims for damages whether direct, indirect or consequential, arising from and/or pursuant to and/or in relation to the submission by the Bidder of its response pursuant to the Bidder having been invited to submit same in terms of this documentation.

12. Any Bidder:

having a conflict of interest in respect of the transaction for which the response is submitted or in the Service of the State; and/or

having been convicted for fraud or corruption within a five-year period prior to the submission of its response; and/or

who has willfully neglected, reneged on or has failed to comply with a government or local government contract within a five-year period of the submission of its response; and/or

has outstanding tax obligations to the South African Revenue Services in respect of which arrangements have not been made; and/or

is in arrear in respect of charges payable to the Ndlambe Municipality in terms of Section 118 of the Municipal Systems Act and has failed to make suitable arrangements to settle such arrears;

shall be barred from applying.

13. Failure to provide all information required in this bid will result in the application not being considered.

14. The Bidder acknowledges that this bid request is for the Bidder to submit a response to the NDLAMBE MUNICIPALITY as constituted by this document, it does not confer on the Bidder any legal right or entitlement or legitimate expectation in relation to the NDLAMBE MUNICIPALITY and the Bidder acknowledges that this bid similarly does not impose or create any obligation on the NDLAMBE MUNICIPALITY to be discharged in favour of the Bidder.

15. No verbal and / or telephonic queries and clarifications will be entertained by the NDLAMBE MUNICIPALITY and must be made in writing and will be responded to accordingly. The NDLAMBE MUNICIPALITY reserves the right to circulate the questions and answers to all registered Bidders in the form of a bulletin. **All queries and clarifications are to be addressed to tenders@ndlambe.gov.za, the tender reference number and description “Tender 30/2526 Prepaid Vending System” must clearly be stated subject line. The cut-off date for such queries and clarifications will be the close of business on Friday, 5 September 2025.** Responses to queries will be circulated by email to all those. Theonus is on bidders to monitor the website to be able to view queries and responses provided that shall be used to complete the tender document.

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**BID CHECK LIST**

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This list is aimed at assisting all bidders to submit complete bid documents.

Bidders are to check the following points before the submission of their tender document and to complete YES/NO next to each item as an indication that the bidder has complied with the provision of the item concerned. If any of the items are marked as NO – it might lead to the disqualification of your bid.

ITEM	DESCRIPTION	YES	NO
1.	Provided copy of your company registration document.		
2.	Provided certified copy of your company VAT registration Certificate		
3.	Tax clearance certificate/copy of tax compliance status (TCS) document has been submitted – in the name of the bidding entity		
4.	The bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, which is in arrears for more than three (3) months? No bid will be awarded to a company and its directors that owe more than three (3) months charges to any municipality or metro.		
5.	Lease agreement/municipal account of not older than three months in the name of the bidding entity.  (Copy of the lease agreement will only be accepted if water and lights are part of lease payment).		
6.	<ul style="list-style-type: none"> <li>▪ Valid B-BBEE Rating Certificate or letter from registered auditor</li> <li>▪ Consolidated B-BBEE certificate / letter in case of a trust, consortium or joint venture.</li> </ul>		
7.	All pages of the bid document have been read by the bidder and the returnable schedules and MBD forms duly completed and signed.		
8.	All pages requiring information have been completed in full and in black ink.		
09.	No pages removed from the tender document		
10.	The pricing schedule has been signed.		
11.	A copy of the resolution of your Board of Directors, similar to the attached specimen, authorizing the signatory to sign the tender and the subsequent contracts, has been attached and signed.		
12.	JV agreement has been attached and signed (if applicable)		
13	Bidder must attach the Central Supplier Database (CSD) registration summary report.		

14.	In case of any amendments made, was it signed in full by the authorized signatory? Please note that the use of tipp-ex will lead to immediate disqualification.		
15.	<p>Please declare any interest as required in terms of MBD - 4 truthfully and correctly as incorrect declarations are considered a criminal offence.</p> <ul style="list-style-type: none"> <li>▪ Personal Tax Numbers included</li> <li>▪ State Employee Number / Persal Number</li> <li>▪ Identity number</li> <li>▪ Name</li> </ul>		
16.	Please take note of the functionality evaluation criteria that will be applied to your submission in order to ensure that your company has the necessary capacity and capability to successfully execute this tender, if appointed. Ensure that sufficient information is included in your submission to ensure successful evaluation of your bid.		

**PLEASE NOTE:**

- No contract will be awarded to a service provider, if the service provider or its directors are in arrears with their municipal accounts for more than three (3) months.
- In case of a Joint Venture, please note that individual documents have to be submitted for all parties in the JV, like tax clearance certificates, municipal accounts, etc.
- No communication with Ndlambe Municipal officials is allowed after the closing date of the tender. The only authorized form of communication will be through the Supply Chain Management Office.
- No bids will be accepted if not submitted on the correct closing date and time in the tender box located at the Supply Chain Management Offices at the Ndlambe Municipality. No late bids will be considered, even if only late by a minute.