

PROVINCE OF KWAZULU-NATAL

**PROVISION OF ROAD TRAFFIC
CONTRAVENTIONS AND WEIGHBRIDGE SYSTEM**

BID NUMBER: ZNP 0055/14 T

COMPULSORY BRIEFING SESSION:

DATE: 05 SEPTEMBER 2014

**VENUE: 1ST FLOOR BOARDROOM EXECUTIVE
BUILDING, DEPARTMENT OF
TRANSPORT, 172 BURGER STREET,
PIETERMARITZBURG**

TIME: 11:00 AM

NO LATE COMERS WILL BE ADMITTED

**THE CLOSING DATE AND TIME FOR SUBMISSION
OF OFFERS IS 30 SEPTEMBER 2014 AT 11:00,
DEPARTMENT OF TRANSPORT 172 BURGER
STREET PIETERMARITZBURG**

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DEPARTMENT OF TRANSPORT

**TERMS OF REFERENCE
PROVISION OF ROAD TRAFFIC CONTRAVENTIONS AND WEIGHBRIDGE
SYSTEM**

DEPARTMENT OF TRANSPORT

Tender for Road Traffic Contraventions and Weighbridge System

1. Purpose:

The KZN Department of Transport invites Suppliers to respond to the tender for the Road Traffic Contraventions and Weighbridge System. The tender proposal includes the system, training, implementation and support of the system for a 3 year period. Hardware is excluded.

The Department will consider responses for:

- developed systems

The effort, costs and timeframes for any customisation and configuration should be included in the response. The Department will not entertain any major customisation exercise.

2. Background:

The KwaZulu-Natal Department of Transport (KZN DOT) manages a programme of development and maintenance on road network of 42 000kms in the Province. Included in this programme on this road network is road traffic law enforcement. This is the responsibility of the Road Traffic Inspectorate (RTI) Directorate. Road traffic law enforcement is conducted under the authority of the Criminal Procedure Act No. 71 of 1977 and involves the posting out of Section 341 notices for camera speed violations as well as issuing Section 56 notices for roadside as well as weighbridge overload violations. These notices and the subsequent court process need to be managed on a computerised law enforcement system. Such a system is also required to manage the court process of these notices. This involves the printing and distribution of summonses for the camera speed notices as well as the court rolls to various courts for both types of notices. The system is also updated with case results of all these cases and warrants of arrest. Various statistics are obtained as well as reports generated from this database. The RTI has 27 stations as well as 15 weighbridges throughout the Province. (Annexure B Page 20)

The current system in use is Trafman, the contract has expired and the Department is required to go out to tender again for a system for a Road Traffic Contraventions and Weighbridge System.

3. Scope:

System – see Contravention System Specifications

Data Migration – Data from 1 January 2010 needs to be migrated from the existing Trafman System.

UAT - User acceptance testing to ensure system procured meets requirements

System Implementation – The system is to be implemented across 42 sites (These include 27 stations and 15 weighbridges)

User training – 400 people needing training on the system – (The training is based on modules that they use)

Post Implementation – intensive 3 month support. This includes a temporary helpdesk setup and availability of 3 support staff to assist users.

Application and Database Administration Support –

- Application support is required for a 3 year period.
- Application support is required 5 days a week (Monday to Friday) during normal office hours of 7.30 to 16.00.
- Afterhours calls would be charged at normal overtime rates and would need to be motivated and prior permission obtained from the Department
- A VPNC connection will be made available for remote support.
- The Department provides support on hardware.
- The Department contracts SITA (State Information Technology Agency) for Database Administration (Oracle and SQL only).

User Support –

- User support is required for a 3 year period.
- The supplier would be expected to run a monthly user group as part of the contract.
- At least 1 system support person should reside in KwaZulu-Natal. Calls would be logged with the Departmental IT Call Desk and then passed onto a supplier Call Desk or directly to the system support staff.
- A VPNC Connection will be made available for remote support.
- User support would be required 5 days a week (Monday to Friday) during normal office hours of 7.30 to 16.00.
- Afterhours calls would be charges at normal overtime rates and would need to be motivated and prior permission obtained from the Department.

4. Service Levels required:

It is expected that with Remote support and 1 application support person these metrics could be achieved – for tender purposes please provide for 1 application support person resident in KZN, preferably Pietermaritzburg or Durban area.

Service Levels:

- Bug fixes within 2 weeks or as negotiated.
- Changes and or Requests – as negotiated and agreed to at the User Groups.
- Application Support – attend to calls within 4 hours and repair within 8 or otherwise negotiated.
- Mission Critical Application Support – Attend to calls within 1 hour and repair within 48 hours or as negotiated.
- Disaster Recovery – notified within 1 hour and on call until such time as the Hardware, Database and Application are restored.

5. Contravention System Specifications

Please note that the responses to this table will also be used in the adjudication phase of the tender to establish % fit of the proposed system. See Non Mandatory question (b)

Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
<p>TRAFFIC CONTRAVENTION MODULE</p>	<p>This module needs to provide for the administration and management of two types of notices. <u>Camera Speed Notices:</u> All images of camera speed violations are received from the service provider on compact disc. Images are read and captured on the system. The system prints out these notices which are posted to the public. The public makes payment on these notices and the receipts for the notices are generated by the system as the record is updated as paid. Soon thereafter the system generates summonses for unpaid notices. This process is managed on the system as the summonses are issued to summons process servers who have to serve it on the motorist. After service all these results are captured onto the system. Court rolls that contain a list of cases are generated for the various courts where payment has not been received. The system also provides for capture of payments from the court as well as those cases which are now warrants of arrest.</p> <p><u>Written notices.</u> These come in notice books of 50 and are captured on the system and issued to traffic officers when requested. Completed notices when returned by traffic officers to the clerk at the various stations are captured on the system. A J78 register of cases for each batch of notices is printed & accompanies the written notices to court. Payment for written</p>		

	<p>notices is made at court. Each written notice has a court date that is predetermined by the system. A court roll of all cases is printed for each court date and forwarded to court. When payments are made these case results are captured on the system at each of the stations. When warrants of arrest for non-payment are authorised by a magistrate this is captured on the system. Warrants are printed returned to court for signature & filed at station.</p>		
Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
1. Capturing of notice books.	<p>1.1 Functionality to add new Section 56 written notice books to the system.</p> <p>1.2 Under this we need the following options/screens receive stock, add, delete, issue books, hand in book, transfer book, outstanding books.</p>		
2. Capturing Section 341 Notices (Notice of Intention to Prosecute – NIP Camera speed notices)	<p>2.1 The system must provide for the capture of S341 notices, able to add records, update records, provide for batch changes to S341records.</p> <p>2.2 The following functions also need to be available: add new record, update, skip previous and next, and get specific notices.</p> <p>2.3 Provide for offender details and a history of what has been done to the notice.</p> <p>2.4 Provide for eNatis query and to cancel notice.</p>		
3. Section 56 written notices:	<p>3.1 The system must provide for the capture of S56 notices and J534 forms.</p> <p>3.2 The following function also needs to be available: add new record, update record, skip previous and next, get specific notices, offender details and a history of what has been done to the notice.</p> <p>3.3 Provide for eNatis query and cancel notice.</p>		

Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
4. Section 54 summons	4.1 The system must provide for the capture of S54 summons. 4.2 The system must provide for the capture of S54 group summonses. Also Query / Reprint S54 group summons. 4.3 The system must provide for issue of S54 summons documents to bailiffs/process servers/contractor. 4.4 Provide for capture of S54 return of service. 4.5 Provide for capture group S54 return of service. 4.6 Provide for auto return of S54's not served.		
5. Updating of offender details	5.1 Provide for update of offender records. 5.2 Provide for capturing of notes on offenders. 5.3 Provide for capturing of letters to offenders. 5.4 View and print a report on all updates done by a user.		
6. Capture representations	6.1 Provide for capture new representations. 6.2 Provide for capture representation results. 6.3 Provide for the capture case results. 6.4 View and print a report on all updates done by a user.		
7. Capture representation outcome	7.1 Capture result of a fine ie either a proceed or withdrawal 7.2 Capture reasons for withdrawal 7.3 Print a letter of the representation result. 7.4 View and print a report on all updates done by a user.		
8. Re-direction of traffic fines	8.1 The system must be able to register all required information to have a fine re-directed, viz ID Number of the responsible driver, full name and physical address. 8.2 The details of the person giving the instruction must equally be recorded as well as the person to whom the fine was originally issued to. 8.3 View and print a report on all fines redirected by a user.		
9. Updating of error fines	9.1 System should allow for the updating of capturer errors. 9.2 The system must allow the reprinting of notices corrected.		

	9.3 View and print a report on all updates done by a user.		
Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
10. Reduction of fines.	10.1 The system should have a capture screen to capture fines reduced by courts. 10.2 The system should have a field to record notes regarding fines reduced. 10.3 View and print a report on all reductions done by a user.		
11. Capturing results of summonses returned by Process Servers.	11.1 The system must allow the user to capture all served as well as non-served summonses issued to a Process Server as per the contractor report. 11.2 Process Servers tariffs to default upon capturing a return of service as per profile set by the system administrator. 11.3 Print a consolidated Process Server summons report on served and non-served summonses. 11.4 The system must allow the consolidated Process Server report to be exported onto an excel document. 11.5 Print a detailed individual/group consolidated Process Servers performance report to weigh payment made to servers against outcome of served summonses. 11.6 View and print a report on all captures done by a user.		
12. Court rolls	12.1 Print a consolidated weekly report of all matters to be enrolled per court as per system pre-set trial dates. 12.2 Print court rolls per court as well as court labels listing case number/summons number and notice number.		
13. Capture finalized case results	13.1 Capture case results as per finalised summonses as well as courts rolls viz withdrawn matters, SOR, AG paid, warrant and differed fines. 13.2 Print warrants and warrant warning letters for the respective courts. 13.3 Capture warrant as well as contempt of court payments		
14. Court Process	14.1 Provide for the court calendar, able to schedule trial dates		

	<p>on the system.</p> <p>14.2 The following function also needs to be added under court calendar: add, schedule, update, delete, and print.</p> <p>14.3 Provide for capturing of case results.</p>		
Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
15. Warrants of arrest capturing	<p>15.1 Provide for the capturing of warrant results.</p> <p>15.2 Provide for warrant tracking.</p> <p>15.3 Provide for cancelling of batches of warrants.</p>		
16. External Arrests and sentences:	<p>16.1 Provide for the capture of other arrests: lock ups</p> <p>16.2 Provide for the capture arrest results</p>		
17. Capture Payments	<p>17.1 Provide for capturing of payments.</p> <p>17.2 Provide for capturing special payments.</p> <p>17.3 Provide for all daily cash up functions.</p> <p>17.4 Provide for journal queries</p> <p>17.5 Provide for file case queries.</p>		
18. Printing : Court Process	<p>18.1 Provide for printing of court rolls and court labels.</p> <p>18.2 Provide for checking of return of services made on a summons.</p> <p>18.3 Provide for printing of S341's, S54's, Warrants of Arrest and Representations.</p> <p>18.4 Provide for printing of S341 notices batch printing.</p> <p>18.5 Provide for printing of S54 summons batch printing as per postal codes.</p> <p>18.6 Print Process Server contractor's report of all summonses printed.</p> <p>18.7 To be able to remove defective summonses from the contractors reports and print an amended contractors report.</p> <p>18.8 The report should contain the issue date and return date of summonses printed.</p> <p>18.6 Provide for printing of warrant of arrest registers, warrants of arrest, warrant warning letters.</p> <p>18.7 Provide for printing of representation letters: outcome of the</p>		

	offender's case.		
Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
19. Reports: Public Enquiries	<p>19.1 Provide for notice query on all notices captured.</p> <p>19.2 Provide for a secure link to eNatis for online queries for offender and vehicle details.</p> <p>19.3 View fines as per offender ID/registration number/ summons/ warrant/ easy pay number.</p> <p>19.4 The Log sheet number must be reflected on the enquiry screen.</p> <p>19.5 Images must be available on the enquiry screen.</p> <p>19.6 The system must be able to print a report of all fines issued to an individual.</p> <p>19.7 The system must allow data reflected on reports to be exported onto excel.</p> <p>19.8 Provide for all data on arrests.</p>		
20. Process Administration:	<p>20.1 Provide for issuing of documents to Bailiffs/ Summons Servers per dates.</p> <p>20.2 Provide for tracking of warrants, notice books and notice books register.</p> <p>20.3 Provide for reports on statistics of all notices per dates.</p> <p>20.4 Provide for reports on daily captured totals.</p> <p>20.5 Provide for statistics on monthly basis and listing of captured notices per capturer.</p> <p>20.6 Provide for drawing of user transaction reports which shows us all work captured onto the system by a specific user per date.</p> <p>20.7 Provide for reports on analysis of notices.</p> <p>20.8 Provide for S341 check list reports.</p> <p>20.9 Provide for a locations report listing locations of all authorities.</p> <p>20.10 Provide for a report on outstanding representation results.</p> <p>20.11 Provide for a report on reduced and withdrawn cases.</p> <p>20.12 Provide for a report on a specific notice type and the</p>		

	<p>amount of notices on the system.</p> <p>20.13 Provide for a report on the history of notices.</p> <p>20.14 Provide for a report on cancelled notices.</p> <p>20.15 Provide for a report on long outstanding notices.</p>		
Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
21. Financial Control	<p>21.1 Provide for a daily payment report for all cashiers.</p> <p>21.2 Provide for a cash reconciliation report for all cashiers.</p> <p>21.3 Provide for a fine reconciliation register.</p> <p>21.4 Provide for a pay rate and total fines value report.</p> <p>21.5 Provide for a report for over payments and under payments.</p> <p>21.6 EasyPay. The system must provide that all notices can be paid securely via Easypay or any other electronic payment means. All financial and notice reconciliations to be automated.</p> <p>21.7 All payments must be securely uploaded onto the system.</p>		
22. Authority Management and Planning	<p>22.1 Provide for a report on statistical information of notices.</p> <p>22.2 Provide for a report on analysis of prosecutions.</p> <p>22.3 Provide for a report that details notices per offence code.</p> <p>22.4 Provide for a report that breaks down notices per completion status.</p> <p>22.5 Provide for a report that details notices completed by all officers.</p> <p>22.6 Provide for a report that details concluded cases per officer.</p> <p>22.7 Provide for a report on monthly statistics from a payment perspective and notice perspective.</p> <p>22.8 Provide for a report that details all fines with payments made per Magisterial district.</p> <p>22.9 Provide for a report on monthly fine value and payment analysis.</p> <p>22.10 Provide for a report on summons service statistics.</p> <p>22.11 Provide for a report on summons revenue statistics.</p> <p>22.12 Provide a facility where ad hoc reports may be drawn utilising available fields.</p>		

Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
23. eNatis interface	<p>23.1 The system must be able to request eNatis information by transferring all captured information from the current system and up loading it onto eNatis.</p> <p>23.2 The system must be able to download all eNatis information received onto each notice record.</p>		
24. Data Exchange	<p>24.1 The system must be able to export all offence/ warrant information onto an Excel document.</p> <p>24.2 The system must provide for the secure exchange of information with other systems through a standard XML interface protocol.</p> <p>24.3 The system must be SOA-capable, providing the ability to integrate using web services.</p> <p>24.4 The system must be capable of integrating using an Enterprise Service Bus (ESB).</p> <p>24.5. The system must be MIOS (Minimum Interoperability Standards) compliant.</p>		
25. Securely dump and upload EasyPay data	<p>25.1 The system must be able to securely transfer data between the current upload and download of all EasyPay transactions.</p>		
26. Parameters	<p>The system must provide for parameters on:</p> <p>26.1 Authority and officers.</p> <p>26.2 Personnel parameters.</p> <p>26.3 Court parameters.</p> <p>26.4 Payment parameters.</p> <p>26.5 Notice parameters.</p> <p>26.6 Road and reference parameters.</p> <p>26.7 Geographical parameters.</p> <p>26.8 Vehicle parameters.</p>		

Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
27. Admin tools	26.9 Operators. 27.1 The system must provide for updating case numbers. 27.2 The system must provide for the changing of photo numbers and film numbers. 27.3 The system must provide for updating a lost or damaged notice book.		
28. Historical data already on database	28.1 The system must allow for a full import and export of data tables.		
29. AARTO	The System must cater for AARTO and non AARTO traffic fines. (The main difference between our current & AARTO is that AARTO has no pay date & court date) Trafman has both. A new system must cater for both)		
IMAGE PROCESSING MODULE	All images are received on compact discs from the service provider. These files are uploaded onto the system. The images are then read and captured as violations and printed as camera mailers. These mailers are then posted out within 30 days of the offence to members of the public.		
	The system must allow for an upgrade when AARTO is rolled as written notices will be captured on the National Contraventions Register of eNatis. All image processing will be done on the system and uploaded onto the NCR. System to be AARTO compliant.		
29. Image Processing	29.1 The system must provide for the transformation of all digital images. 29.2 The system must provide for importing all digital images. 29.3 The system must provide for importing all average speed camera images.		

	The system must be able to: - 29.4 Adjudicate the import of images. 29.5 Verify imported images. 29.6 Adjudicate the verification of images. 29.7 Audit imported images.		
Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
30. Reports	The following functions are to be available: - 30.1 Notice query. 30.2 eNatis online query tool. (This is a tab available on Trafman that is a direct link to eNatis - the XML interface) 30.3 Locations report. 30.4 Image processing. 30.5 Camera mailer weekly audit report. 30.6 Camera mailer verification statistics report. 30.7 Image processing statistics report. 30.8 Digital check list. 30.9 Camera offence statistics.		
31. Parameters	31.1 Same parameters as in 26 to be provided.		
REMOTE COMMUNICATIONS MODULE	The system must provide for Remote Communications Operations. – Typically laptops with the necessary 3G connectivity that we can use anywhere in the province at roadblocks. We scan a motorist’s driving licence card or input their ID number or vehicle registration number and this unit is able to remotely dial into the server and obtain details as to outstanding fines, summonses and warrants of arrest. The PDA is also able to scan the vehicle licence and obtain real-time info on the vehicle. If outstanding fines are identified these must be printed onto a slip that we can give the motorist. If summonses and warrants are identified this must be able to be printed at roadside. The unit must be able to obtain vehicle as well as		

	<p>drivers licence details also. Scanned warrants are also printed at roadside. A Section 56 is able to be electronically generated for any roadside offence using the scanned vehicle and driver's licence details. This notice is then printed at roadside. Each violation notice generated electronically is automatically saved onto the contravention system.</p>		
<p>32. Remote Communications</p>	<p>The system must provide that the central server can be accessed from anywhere in the province from a laptop, tablet & PDA and by scanning the bar code on a drivers licence card as well as a vehicle licence disc, obtain data on:-</p> <p>32.1 Outstanding traffic fines and print a record of this.</p> <p>32.2 Outstanding camera speed fines and print the summons thereof for service onto the motorist at roadside.</p> <p>32.3 Identify and print copies of warrants of arrest at roadside for execution.</p> <p>32.4 Compile and print a Section 56 notice at roadside for issue to a motorist with violation data automatically uploaded onto the database.</p> <p>32.5 Provide a real-time link to the eNatis for driver's licence and vehicle information checks.</p> <p>32.6 The total number of driver's licenses and vehicles checked, summonses printed, warrants executed and the revenue amount of these.</p>		
<p>WEIGH BRIDGE MODULE</p>	<p>The Department controls 15 weighbridges in the province. These are run by Road Traffic Inspectorate officials that weigh freight vehicles to determine if they are overloaded as prescribed by legislation. Most of these weigh stations have 4 weighing decks that are connected onto the weighing enforcement system. The system then identifies whether the vehicle is legal or not and if</p>		

	overloaded accepts all the information and prints a system generated section 56 written notice. This overload violation data is automatically uploaded onto the main contravention system so that the court process can continue in the same manner as other roadside Sect 56 notices. The weighing system must also be able to do tare weighs. These are unladen weighs of new or rebuilt vehicles where such certificates are required for the registration of these vehicles. The system must also generate legal weigh slips for legal vehicles.		
Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
	This violation data must also be linked to and available on the contravention system. All historical weigh data must be able to be transferred to and available on the new system.		
33. Capturing	The system must be able to provide for the following:- 33.1 Normal weigh of a vehicle. 33.2 Detailed weigh 33.3 Tare weighs 33.4 Abnormal weighs - laden & unladen. 33.5 Test weighs (for calibration of purposes) 33.6 An eNatis online query function. 33.7 Overload control under AARTO. 33.8 Printing of a weigh slip. 33.9 Printing of Section 56 notices with up to 3 charges. 33.10 Printing of Section 56 notices for Road Traffic Quality System (RTQS) purposes. (RTQS involves traffic officers checking for all other vehicle defects and legalities at weighbridges and prosecuting for same. The system must be a able to generate notices with these RTQS charges)		

	33.10 Printing of AARTO 02 notices for RTQS purposes. 33.11 printing of AARTO-32a notices.		
Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
34. System functionalities	34.1 The information captured must remain secure to prevent any changing or tampering of info.		
	34.2 Each detailed weigh transaction must indicate the traffic officer as well as the operator's details. 34.2b Input for the name of the officer who directed the vehicle to the scale.		
	34.3. The system must keep the information of all vehicles weighed, overloaded or not. 34.3b Vehicles that drive through the scale without being weighed must also be recorded and a reason for not weighing the vehicles has to be entered.		
	34.4a The system must be compatible with single deck as well as multi-deck weighbridges. 34.4b System needs to allow Multiple Authorities to be able to weigh on the same weighing site.		
	34.5 The weighing software must be SABS standards compliant and compatible with Trekscale and Klerkscale equipment.		
	34.6 The system must be able to allow percentage tolerances for axle and gross masses.		
	34.7 The system must be able to indicate the drive axle in an axle unit and be able to compute drive axle mass in relation to total mass for the purposes of Reg. 239(3)		
	34.8 The system must be able to indicate the tag axle in an axle unit/ group in order to weigh such separately.		

Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
35. Weigh reports required.	The system must be able to provide the following reports:-		
	35.1 All weighs done at a station.		
	35.2 All tare weighs done.		
	35.3 All abnormal weighs done.		
	35.4 Details of all vehicles weighed.		
	35.6 Details of all overloaded vehicles (including the cargo, axle configuration, direction of travel, etc)		
	35.7 Details of all overload arrests.		
	35.8 Details of all users: - operators as well as traffic officers.		
	35.9 All overloaded vehicles admitted to holding yard and not yet released.		
	35.10 Validation reports to identify possible error records.		
	35.11 Online web application to view operational statistics and current operations underway.		
	35.12 Online web application to view daily and monthly reports (35.1 to 35.9).		
	35.13 Allow weigh data capturing process to continue if the network link to the server is interrupted.		

Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
SYSTEM ADMINISTRATION	The System should allow for a system administration module where user accounts, profiles and permissions can be set, passwords regenerated, audit trail management and parameter changes made.		
36. Administrative Module	<p>36.1 The system has financial implications and all securities around a financial system must be included:</p> <ul style="list-style-type: none"> • Audit trail to ensure individual accountability • Segregation of duties • The information captured must remain secure to prevent any changing or tampering of info. • Changes to committed data may not be changed by the same person or position of person entering data. • Passwords to be min 6 characters and include combination of alphanumeric and special characters. They should be forced to change on a monthly basis. • Unused accounts should be suspended after 1 month. • A system administrator account to be available that allows parameter changes, audits and user profile setups. 		
	36.2 The system must be parameter driven.		
REPORTING MODULE	The system should allow for the ability for ad hoc reports to be generated.		
	The system must provide for certain key reports as indicated below amongst others-		

	<ul style="list-style-type: none"> - Weighing statistics per weighbridge. - Tare weighs reports. - Weighing statistics per vehicle type. - List vehicles in holding yard. - Details of vehicles reweighed. - Outstanding warrants report. - Operator, driver and licence number report. 		
Functional Requirements	Specifications	Comply (Y/N)	Supplier Comments
	The system should allow users to generate ad hoc reports from within the system.		
SYSTEM SPECIFICATIONS			
37. System Requirements	37.1 The system will be deployed at 27 RTI sites and 15 Weighbridge sites situated across the Province of KwaZulu-Natal. (See Annexure B) A centralised database would be situated in SITA Natalia or the Traffic Camera Office in Pinetown with sites connected via the SITA GCCN Wide area network.		
	37.2 The Weighbridge operation needs to operate in real time 24x7. Reliance on WAN links has historically proven ineffective for running solutions in a terminal services environment, due to low bandwidth and the potential for long periods of downtime. Thus, it is recommended that any solution not be reliant on reliable WAN links for normal operations. Suppliers may use the Departments WAN connectivity for any after hours data synchronisation, or provide their own connectivity infrastructure.		
	37.3 If suppliers choose to provide their own connectivity, please take note of the conditions in 37.5 below. This would also mean		

	that Site/Weighbridge infrastructure would need to be separate from the Departments existing LAN for security reasons.		
	37.4 The Department has standardised on Oracle as its database. Alternatively a SITA SQL database may be hosted at SITA Natalia.		
	<p>37.5 Notes Regarding SITA WAN</p> <ul style="list-style-type: none"> • The Departments WAN (GOV VPN) is managed by SITA and is subject to SITA's policies. • External connections to the GCCN network are required to go through SITA and adhere to the SITA WAN Security Policy. • All hosted services requiring access from the public internet must be through ports 80 or 443. • Any internet access from within the GOV VPN is through proxy servers. • No direct internet connections are available. • No FTP ports are open. The Department does have an FTP server that is accessible via SITA FTP proxy. • No supplier provided connectivity will be permitted to be connected to any of the Departments LAN's. NB. if there is any intention to host anything at SITA or the Departments infrastructure. 		

6. Sites where system will be deployed.

RTI Stations (27)

Weighbridge sites (15)

RTI STATION	DATA LINK SIZE	WEIGH BRIDGE	DATA LINK SIZE
Vryheid	128k Diginet	Vryheid – same as RTI link	
Eshowe	64k Diginet	Empangeni – same as RTI link	
Empangeni (link shared with Regional Office)	384k Diginet	Gingindlovu – same as RTI link	
Mtubatuba	64k Diginet	Midway – same as RTI link	
Ulundi (link shared with Cost Centre Office)	384k Diginet	Greytown - separate Weigh Bridge link	128k Diginet
Nongoma	64k Diginet	Ladysmith – same as RTI link	
Gingindlovu	128k Diginet	Newcastle – same as RTI link	
Jozini (link shared with Area Office)	64k Diginet	Dundee (N11 One Tree Hill)	No data link
Midway	256k VSAT	Pietermaritzburg (Mkondeni), separate Weigh Bridge link	128k Diginet
Greytown	64k Diginet	Pinetown - separate Weigh Bridge link	128k Diginet
Ladysmith	128k Diginet	Park Rynie – same as RTI link	
Newcastle	128k Diginet	Umdloti – same as RTI link	
Nqutu	64k Diginet	Groutville – same as RTI link	
Dundee	64k Diginet	Port Shepstone – same as RTI link	
Pietermaritzburg (Braid Street)	256k Diginet	Winkelspruit – same as RTI link	
Ixopo	128k Diginet		
Kokstad	64k Diginet		
Umzimkhulu (link shared with Area Office)	128k Diginet		
Rosburgh	64k Diginet		

FUNCTIONAL ADJUDICATION QUESTIONNAIRE

1 FUNCTIONAL EVALUATION:

Special Instructions to Service Providers

The Functional Evaluation is broken into four sections, MANDATORY, NON MANDATORY, PRODUCT DEMONSTRATION and PRICE/BEE

Bidders **must** substantiate their response, including full details on how their proposal/solution will address specific functional requirements. All documents as indicated must be supplied as part of the submission. Suppliers are requested to respond with a clear indication as to which questions are being responded to.

MANDATORY

Bidders shall provide full and accurate answers to the questions posed in this document, and where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements on Mandatory Questions.

If a bidder does not comply fully with each of the **MANDATORY** requirements, it shall be regarded as mandatory non-performance/non-compliance and the bid SHALL be disqualified. No “unanswered” questions will be allowed. If a response to a question has been indicated as comply but not elaborated upon or substantiated it shall be regarded as mandatory non-performance/non-compliance and the bid and any optional bids shall be disqualified.

NON MANDATORY

All questions are scored. Marking will take into consideration the criteria and points mentioned in the Functional specifications provided. All Bidders who score LESS than 65% on the NON MANDATORY questions shall not be considered for further evaluation on Price and BEE.

PRODUCT DEMONSTRATION

Shortlisted suppliers who have passed through the Mandatory adjudication maybe requested to present a maximum 2 hour presentation and/or site visit on the application/ that has been proposed.

The Product Demonstration/Site visit will count in terms of the final scoring for Non Mandatory.

PRICE AND BEE

Suppliers who have passed the Mandatory questions and have scored 65% or more on the Non Mandatory questions will be evaluated on Price and BEE credentials

PART 1: MANDATORY REQUIREMENTS

If a vendor does not comply fully with each of the mandatory requirements, it shall be disqualified. No “unanswered” questions will be allowed. If a response to a question has been indicated as comply but not elaborated upon or substantiated it shall be regarded as mandatory non-compliance and the RFQ shall be disqualified.

a) Policies and principles:

All the above are to adhere strictly to MISS, MIOS, Government Security Policies, GWEA Framework and any other relevant legislative requirements on Government procurement and IT. The Service Provider is to ensure that all work undertaken is in line with the applicable legislation, policies and guidelines obtainable from the GITOC website http://www.gitoc.gov.za/ and DPSA http://www.dpsa.gov.za/index.php	Comply	Not Comply

b) Confidentiality and governance:

The successful Service Provider will be bound to the strictest confidentiality and will be expected to conduct itself in a manner that does not compromise DOT or SITA, or bring any undue reputational damage which may be unforeseen at the time of the service being conducted. All resultant Data and Intellectual property that emanates from this contract will be the property of DOT and the bidder must confirm full compliance with this requirement.	Comply	Not Comply

c) Intellectual Property:

All data will remain the property of the Department. The bidder must confirm full compliance with this requirement. A data export facility must be made available for extract to other systems.	Comply	Not Comply

d) Service Providers References:

The solution provider’s experience in implementing / developing a traffic contravention system and a weighing system- must be substantiated with at least 1 case study (summary 1 page) In addition to the case study, 2 references must be provided where the system has been implemented. Include the following details: Client name, Scope of the system, Reference name and designation in organisation, Contact telephone number and e-mail address.	Comply	Not Comply
Substantiate: 1 Case study (1 page) 2 References		

PART 2: NON MANDATORY REQUIREMENTS:

The vendor is requested to motivate/substantiate the specified requirement. Failure to substantiate/motivate compliance or non-compliance to the non-mandatory criteria will be regarded as non-compliance and will result in a zero (0) rating.

a) Approach and Methodology

<p>The solution provider must explain the approach and methodology that will be used to implement the required solution. This must address the following points:</p> <ul style="list-style-type: none">a) Training and skills transfer; (15)b) Change Management; (10)c) Solution Quality Management; (10)d) User Testing; (10)e) Implementation; (15)f) Post-implementation support, (15)g) Support, include support availability in KZN; and (10)h) Provide a High Level Project Plan showing timelines and resources used (15)	<p>Possible Score 100</p>
<p>Substantiate/comment: Approach and Methodology</p>	

b) Solution Proposal

<p>Service provider must provide their proposal for the solution:</p> <ol style="list-style-type: none"> 1. Overview of the proposed solution; (5) 2. Functionality – Clear explanation of alignment between the proposed solution and Contraventions Specifications (please use table above); (30) Provide a diagrammatic view of the proposed Systems Architecture. Particular reference should be made to the connectivity between the weighbridges and the central system, indicating solutions for WAN data links being unavailable during weigh operations. Please could the supplier also state the bandwidth requirements for any functionality requiring a link. The service provider must clearly indicate which platforms the product has been certified to run on and what licencing is required. Include a listing of hardware requirements that the Department will be required to provide.(30) KZN DoT intends on moving towards a service oriented architecture enabled by an enterprise service bus (ESB) and middleware technology. This solution should therefore ideally be SOA-capable, providing the ability to integrate with other applications using an ESB and middleware technologies. The service provider should elaborate in their proposal on how this might be ensured. 3. Customisation effort and approach (15) 4. Interfaces with eNatis (10) 5. Interfaces with EasyPay (10) 6. Any additional functionality not contained in the specification or value add propositions (to be costed and proposed separately). This will be considered as options available. 	<p>Possible score 100</p>
<p>Substantiate/comment: Solution Proposal</p>	

<p>PRESENTATION/SITE VISIT – IF REQUIRED</p> <p>A presentation/site visit of the existing system development approach may be required. A maximum 2 hour slot per module will be provided.</p>	<p>Possible score 50</p>
--	------------------------------

Overview of the Functionality on Modules to be presented: (1 hour)

- Traffic Contraventions
- Image Processing
- Remote Communications
- WeighBridge
- System Administration
- Reporting
- System Specifications

Questions and Answers Session (1 hour)

12. EVALUATION

The Department reserves the right to invite Service Provider/s for interviews, should there be a need. The Department further reserves the right to utilize information received in the interviews process for evaluation purposes.

Points will be awarded as follows:

- Price (90)
- Preference Points (10)

13. COMPULSORY BRIEFING SESSION

The briefing session will be held as follows:

Date: 05 September 2014

Venue: 1st Floor Boardroom Executive Building, Department of Transport, 172 Burger Street, Pietermaritzburg

Time: 11:00 am

14. COMPLETION OF DOCUMENTS

Proposals will only be considered on receipt of this document correctly completed using black ink and with all the required certificates and other information securely attached.

All information required to complete the document must be entered by the bidder and sign all the pages.

The following documents must be provided:

- Confirmation of registration on the Provincial Suppliers Database
- An original valid tax clearance certificate issued by the receiver of Revenue (SBD 2).
- Declaration of interest (SBD 4).
- Declaration of Bidder's Past Supply Chain Management Practices (SBD 8).
- Certificate of independent bid determination (SBD 9).
- Preference Points Claim Form (SBD 6.1).
- CVs of staff directly involved in the execution of service, including copies of qualifications.

- The bidder shall attach to this form an original BEE Verification Certificate in accordance with the Construction Sector Codes of Practice promulgated in Gazette 32305 on 5 June 2009 and the amended PPPFA 2011 regulations with effect from 7 December 2011 or certified copies thereof in order to qualify for preference points.
- In the event of a Joint Venture (JV), a BEE Verification Certificate for the Joint Venture shall be attached.
- Copies of BEE Certificate/letter from the Accounting Officer/Registered Auditor must be “Original” Certified Copies otherwise no points will be given for BEE.

15. AGREEMENT AND CONDITIONS OF THE CONTRACT

Prior to being appointed the successful Service Provider will be required to sign a formal contractual agreement with the Department and will be bound by the terms and conditions contained therein. No appointment will be deemed to be finalized without the agreement being signed by the contracting parties.

14. CLOSING DATE AND SUBMISSION OF DOCUMENTATION

Proposals are to be delivered in a single sealed envelope marked: **“ZNP 0055/14 T – Road Traffic Contraventions and Weighbridge System”** and placed in the tender box of the Department of Transport, which can be found at:

The Front Entrance
172 Burger Street
Pietermaritzburg
3200

The proposals are to be submitted by no later than **30 September 2014 at 11h00**. Please note that any other request for information may be directed to Mr S. Ramsamy, telephone no. 031-737 4201.

The offers must remain valid for 120 days from the closing date of the submission of proposals.

PLEASE NOTE:

Any appeals regarding the award of this bid should be lodged within 5 days from the date of the publication of bid results in the Government Tender Bulletin which is published every week on Friday.

The address provided for the lodging of appeals is:

**The Chairperson
Bid Appeals Tribunal
Private Bag X9082
Pietermaritzburg
3200**

FAX NO.: (033) 897 4501

PRICING SCHEDULE

NAME OF BIDDER: BID NO.: ZNP0055/14 T

Contravention Systems Tender

- Traffic Contravention Module
- Image processing Module
- Remote Communications Module
- Weigh Bridge Module

CLOSING TIME **11:00**

CLOSING DATE: **30 SEPTEMBER 2014**

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

GENERAL COSTING CRITERIA

- Pricing requirements for quotations that are subject to exchange rate variations
- The following exchange rates on 14 August 2014 must be used to calculate the quoted price:
 - 10.76= 1 US dollar
 - 14.37= 1 Euro
 - 17.93= 1 Pound
- All prices must be quoted in South African Rand (ZAR) and the foreign currency amount applicable must be stated.
- If applicable the bidder must indicate clearly which portion of the quoted price is linked to the exchange rate.
- The cost of installation, delivery, and other charges must be included in the total price quoted. If additional items are suggested by any bidder, then these items must be separately specified with a clear motivation of why these additional items may be required. It should also be further stated whether the workability of the solution proposed is dependent on such additional items or not

The accompanying information must be used for the formulation of proposals.

- ALL APPLICABLE TAXES must be INCLUDED in the price.

The accompanying information must be used for the formulation of proposals.

1. Bidders are required to indicate a ceiling price for the proposal for
 - The System and System Implementation (include 3 months Post Implementation)
 - Licencing for 3 years for 150 terminals
 - Support over 3 years

R.....Vat inclusive

2. COSTING ELEMENTS

	COST PER ITEM	TOTAL COST (VAT INCLUDED)
CUSTOMISATION		
INTEGRATION (eNatis/EasyPay)		
SOLUTION		
APPLICATION LICENCING COSTS OVER 3 YEARS Please provide a breakdown of the licencing types and associated costs per user. For tender purposes please use the following metrics: Administrator – Department – 4 users Traffic Contravention Module – 300 users Image processing Module – 40 users Remote Communications Module – 20 users Weigh Bridge Module – 150 users		
IMPLEMENTATION		
WAN Testing		
IMPLEMENTATION		
CHANGE MANAGEMENT – allow 5 sessions of 20 people per session. Held at Head Office		
USER TESTING – with 5 people		
3 Months POST IMPLEMENTATION SUPPORT include Help Desk Costs at Client		

POST IMPLEMENTATION/ OPERATIONAL SUPPORT and TRAINING		
YEARS SUPPORT Includes Application support 5 days per week User Group		
TRAINING		
Administrator – Department – 4 users Traffic Contravention Module – 300 users Image processing Module – 40 users Remote Communications Module –20 users Weigh Bridge Module – 150 users	Cost per User	
TOTAL COST		

3. Period required for commencement of the project after acceptance of bid

.....

4. Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE	QUANTITY	AMOUNT
TOTAL		

5. Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE	QUANTITY	AMOUNT
TOTAL		

6. Period required for commencement with project after acceptance of bid.

.....

7. Estimated man-days for completion of project.

.....

8. Are the rates quoted firm for the full period of contract? YES / NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

10. Costing of options:

.....

.....

Any enquiries regarding the tender may be directed to

Anusha Chetty – Supply Chain Management Specialist	033-3558683; Anusha.Chetty@kzntransport.gov.za	Queries in respect of the tender and procurement process
Siva Ramsamy	031 - 7374201 siva.ramsamy@kzntransport.gov.za	Queries in respect of the Traffic Contravention System, Weighing System, Image Processing, Remote Operations, eNatis & AARTO
Kevin Robert	033-3558877 kevin.robert@kzntransport.gov.za	Weighbridge Operations
Jenny Scott IT Deputy Manager	033-3558862 Jenny.Scott@kzntransport.gov.za	General Queries

SIGNATURE OF
 BIDDER:.....DATE.....

SECTION B

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

SECTION C

REGISTRATION ON THE PROVINCIAL SUPPLIERS DATABASE

1. In terms of the KwaZulu-Natal Supply Chain Management Policy Framework, all suppliers of goods and services to the Province of KwaZulu-Natal are required to register on the Provincial Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.kzntreasury.gov.za>, (click on "Document Library" and then choose "Forms") or obtained by phoning the toll free number **0800 201 049**. This number is also available for general enquiries relating to Provincial supply chain management issues.
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 de-register the supplier from the Database,
 - 3.2 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Suppliers Database, relating to changed particulars or circumstances.**
5. Application for registration must be submitted to the Provincial Treasury. **IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.**

SECTION D

**DECLARATION THAT INFORMATION ON PROVINCIAL SUPPLIER DATABASE IS CORRECT
AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative).....

....., WHO REPRESENTS (state name of bidder).....

AM AWARE OF THE CONTENTS OF THE KWAZULU-NATAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE :

Every question must be answered individually on this form, whether a relationship is present or not: Failure to do so will invalidate your tender/bid

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questions must be completed and submitted with the bid.**
 - 2.1. The names of all directors / trustees / shareholders² / members/individuals, their individual identity numbers, tax reference numbers to inserted in the table below. If applicable, employee / PERSAL numbers must be indicated in the last column.

Full Name	Position held (shareholder, director, trustee, member, individual etc.)	Identity Number	Personal Income Tax Reference Number	State Employee Number / PERSAL Number

If space provided is insufficient, details as specified above can be attached, however, this must be clearly indicated in this table

2.2.	Full names of bidder or his or her representative:					
2.3.	Identity Number:					
2.4.	Position occupied in the Company (Director, trustee, shareholder, member)					
2.5.	Registration number of company, enterprise, close corporation, partnership, agreement or trust					
2.6.	Tax reference number:					
2.7.	VAT Registration number:					
2.8.	Are you or any person connected with the bidder presently employed by the state? Kindly mark the applicable answer with a tick v. If so, furnish the following particulars:	<table border="1"> <tr> <td>YES</td> <td><input type="checkbox"/></td> </tr> <tr> <td>NO</td> <td><input type="checkbox"/></td> </tr> </table>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>					
NO	<input type="checkbox"/>					
2.8.1.	Name of person/director/trustee/shareholder/member:					
2.8.2.	Name of state institution at which you or the person connected to the bidder is employed:					
2.8.3.	Position occupied in the state institution:					
2.8.4.	Any other particulars:					
2.9.	If you or any person connected with the bidder are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? Kindly mark the applicable answer with a tick v.	<table border="1"> <tr> <td>YES</td> <td><input type="checkbox"/></td> </tr> <tr> <td>NO</td> <td><input type="checkbox"/></td> </tr> </table>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>					
NO	<input type="checkbox"/>					

2.9.1.	If yes, did you attach proof of such authority to the bid document? (Note: failure to submit proof of such authority, where applicable, may arise in the disqualification of the bid. Kindly mark the applicable answer with a tick v.	YES	
		NO	
2.9.2.	If no, furnish reasons for non-submission of such proof: 		
2.10.	Did you or your spouse, or any of the company's directors/ trustees/ members of their spouses conduct business with the state in the previous twelve months? Kindly mark the applicable answer with a tick v.	YES	
		NO	
2.10.1	If yes, furnish particulars: 		
2.11.	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation or adjudication of the bid? Kindly mark the applicable answer with a tick v.	YES	
		NO	
2.11.1	If yes, furnish particulars: 		
2.12.	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? Kindly mark the applicable answer with a tick v.	YES	
		NO	
2.12.1	If yes furnish particulars. 		
2.13.	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? Kindly mark the applicable answer with a tick v.	YES	
		NO	

2.13.1	If yes, furnish particulars.					
2.13.2	Have you or any of the directors / trustees / shareholders / members of the company or the company in general provided any gifts, rewards, awards, sponsorships, donations or hospitality to the department or any of its employees or their family in the last 12 months? Kindly mark the applicable answer with a tick ✓.	<table border="1"> <tr> <td data-bbox="1372 405 1442 443">YES</td> <td data-bbox="1442 405 1503 443"></td> </tr> <tr> <td data-bbox="1372 443 1442 480">NO</td> <td data-bbox="1442 443 1503 480"></td> </tr> </table>	YES		NO	
YES						
NO						
2.13.3	If yes, furnish particulars, including estimated value.					
3.	<p>DECLARATION</p> <p>I, THE UNDERSIGNED</p> <p>(NAME) _____</p> <p>CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT, AND I HAVE TAKEN REASONABLE DILIGENT STEPS (AS REQUIRED BY S76 OF THE COMPANIES ACT, 2011, WHERE APPLICABLE), TO ENSURE THAT THE INFORMATION PROVIDED IS CORRECT.</p> <p>I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.</p> <p>NAME OF BIDDER: _____</p> <p>POSITION: _____</p> <p>SIGNATURE: _____</p> <p>DATE: _____</p>					

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

Site/building/institution involved: DEPARTMENT OF TRANSPORT

Bid No: ZNP0055/14 T

Service: **ROAD TRAFFIC CONTRAVENTIONS AND WEIGHBRIDGE SYSTEM.**

THIS IS TO CERTIFY THAT (NAME)

ON BEHALF OF

VISITED AND INSPECTED THE SITE ON(DATE)

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE
(PRINT NAME)

DATE:

.....
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE
(PRINT NAME)

.....
DEPARTMENTAL STAMP :
(OPTIONAL)

DATE:

(SDB 2)

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Jeyrel:\Mdk416-

AUTHORITY TO SIGN A BID

**BIDDERS MUST COMPLETE THE RELEVANT APPLICABLE SECTION: A, B, C, D, E, F & G
HEREUNDER**

A. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at
.....Mr/Ms....., whose
signature appears below, has been authorised to sign all documents in connection with this bid
on behalf of (Name of Close Corporation)
.....

SIGNED ON BEHALF OF CLOSE CORPORATION: (PRINT
NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1

2)

B. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20....., Mr/Mrs.....

..... (whose signature appears

below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1

2)

C. SOLE PROPRIETOR (ONE – PERSON BUSINESS)

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

.....
SIGNATURE

.....
DATE

D. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....
.....
.....

We, the undersigned partners in the business trading as.....

hereby authoriseto sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

..... SIGNATURE SIGNATURE SIGNATURE
---------------------------	---------------------------	---------------------------

..... DATE DATE DATE
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E CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of co-operative).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/HER CAPACITY AS:.....

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:.....

NAME IN BLOCK LETTERS:.....

WITNESSES: 1

2)

F JOINT VENTURE

If a Bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....,

Mr/Mrs....., Mr/Mrs.....

Mr/Mrs..... and Mr/Mrs.....
(whose signatures appears below) has been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE: **DATE:**

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE: **DATE:**

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE: **DATE:**

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE: **DATE:**

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on.....20.....,

Mr/Mrs..... and Mr/Mrs.....
(whose signatures appears below) has been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium)

IN HIS/HER CAPACITY AS:

SIGNATURE: **DATE:**

CONDITIONS OF BID

1. I/We hereby bid to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be 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 and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
 - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal General Conditions of Contract, with which I/we am fully acquainted;
 - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my 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 monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
 - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :
.....
.....

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.

4. I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfillment of this contract.

5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me as a result of such action.

6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

7. **CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- O. (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.
- Q. (2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-
 - (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
 - (b) Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS DAY OF 20 AT

.....
**SIGNATURE OF BIDDER OR DULY
AUTHORISED REPRESENTATIVE**

.....
NAME IN BLOCK LETTERS

ON BEHALF OF (BIDDER'S NAME)

CAPACITY OF SIGNATORY

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)

.....
POSTAL ADDRESS

.....
TELEPHONE NUMBER:

FAX NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

SBD 8

1 DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution’s supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 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	<p>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?</p> <p>(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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of 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:		
4.4	Was any contract between the bidder and any 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"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Section must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This Section 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 must be completed and submitted with the bid:

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

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

SBD 9

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 Institution)

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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (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.
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.

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

.....
Signature	Date
.....
Position	Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	90.
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	10
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” 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;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less .
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

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

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number

:

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

..... SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....