



**ELIAS MOTSOALEDI LOCAL MUNICIPALITY**

**EMLM 23/2021**

**APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND INSTALLATION OF LICENSE PLATE RECOGNITION CAMERAS & CCTV SURVEILLANCE MONITORING SYSTEMS ON A 36 MONTH FULL MAINTENANCE LEASE AGREEMENT WITH A FULLY FUNCTIONAL BACK OFFICE AND SECURITY CLEARED PERSONNEL**

<b>CLOSING DATE:</b>	<b>26 MARCH 2021</b>	<b>TIME</b>	<b>11H00</b>
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<b>NAME OF TENDERER / BIDDER</b>	
<b>TOTAL BID PRICE</b>	
<b>CENTRAL SUPPLIER DATABASE NUMBER</b>	MAAA
<b>B-BBEE LEVEL (e. g. Level 1)</b>	<b>LEVEL</b>
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	

<b>ENQUIRIES REGARDING BID PROCEDURES</b>		<b>TECHNICAL ENQUIRIES</b>	
<b>MANAGER: SUPPLY CHAIN MANAGEMENT</b>		<b>MANAGER: PUBLIC SAFETY</b>	
<b>M MTHIMUNYE</b>		<b>C. COETZEE</b>	
<b>TEL. NUMBER</b>	<b>TEL.013 262 3056</b>	<b>TEL. NUMBER</b>	<b>013 262 3056</b>
<b>TENDER ISSUED BY</b>			
<b>SUPPLY CHAIN MANAGEMENT UNIT</b>			
<b>ELIAS MOTSOALEDI LOCAL MUNICIPALITY</b>			
<b>P.O. BOX 48, GROBLERSDAL, 0470</b>		<b>TEL. NUMBER</b>	<b>013 262 3056</b>

**ELIAS MOTSOLEDI LOCAL MUNICIPALITY**

<b>TENDER DETAILS</b>						
TENDER NUMBER	<b>EMLM 23/2021</b>					
TENDER TITLE	<b>APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND INSTALLATION OF LICENSE PLATE RECOGNITION CAMERAS &amp; CCTV SURVEILLANCE MONITORING SYSTEMS ON A 36 MONTH FULL MAINTENANCE LEASE AGREEMENT WITH A FULLY FUNCTIONAL BACK OFFICE AND SECURITY CLEARED PERSONNEL</b>					
CLOSING DATE	<b>26 MARCH 2021</b>		CLOSING TIME		<b>11H00</b>	
SITE MEETING	DATE	<b>03 MARCH 2021</b>	TIME	<b>11:00</b>	COMPULSORY	<b>YES</b>
SITE MEETING ADDRESS	<b>14 ROBERTSON &amp; CORNER BARLOW STREET (INFRASTRUCTURE BOARDROOM)</b>					
CIDB GRADING REQUIRED	<b>N/A</b>			LEVEL AND CATEGORY	<b>N/A</b>	
TENDER DOCUMENT FEE	<b>R1000.00 (if collecting from the Municipality)</b> <b>Free when uploading from e-tender portal</b>			PREFERENCE POINT SYSTEM	<b>80/20</b>	
BID BOX SITUATED AT	<b>MAIN OFFICES, 2<sup>ND</sup> GROBLER AVENUE</b> , Elias Motsoaledi Local Municipality.					
OPERATING HOURS	The bid box is open during office hours, Monday to Friday from 07h30 to 16h15.					
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF TENDER.				
<p><b>PLEASE NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Prospective suppliers must be registered on CSD prior to submitting bid (open tender)</li> <li>2. Tenders that are deposited in the incorrect box will not be considered.</li> <li>3. Mailed, telegraphic, telex, or faxed tenders will not be accepted.</li> <li>4. No late bids after closing date and time will be accepted.</li> <li>5. Bids not clearly marked and unamend will not be accepted.</li> <li>6. Bids may only be submitted on the bid documentation provided by the municipality.</li> <li>7. No awards will be made to a person:             <ol style="list-style-type: none"> <li>i. Who is in the service of the state,</li> <li>ii. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state</li> <li>iii. Who is an advisor or consultant contracted with the municipality or municipal entity</li> </ol> </li> </ol>						

**BIDDER'S TENDER DOCUMENTATION DECLARATION CERTIFICATION**

I, the undersigned certify that the information furnished on this declaration form is correct, completed and submitted.

NAME OF REPRESENTATIVE

POSITION / DESIGNATION

SIGNATURE

DATE

**T1.1 TENDER NOTICE & INVITATION**  
**ELIAS MOTSOLEDI LOCAL MUNICIPALITY**  
**TENDER NO.: EMLM 23/2021**  
**CLOSING DATE: 26 MARCH 2021 AT 11H00**



In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for **APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND INSTALLATION OF LICENSE PLATE RECOGNITION CAMERAS & CCTV SURVEILLANCE MONITORING SYSTEMS ON A 36 MONTH FULL MAINTENANCE LEASE AGREEMENT WITH A FULLY FUNCTIONAL BACK OFFICE AND SECURITY CLEARED PERSONNEL.**

Tender documents and specifications are available and can be obtained from CASHIERS OFFICE IN THE MAIN OFFICES, 2<sup>ND</sup> Grobler Avenue Groblersdal, P.O. Box 48, Groblersdal, 0470 (Tel: [013] 262 3056, at a non-refundable deposit of **R1000.00** when the bidder request/need a document from the municipality and it is free of charge when downloaded from the e-Tender Portal. Payments can be made through bank guaranteed cheque payable to the Elias Motsoaledi Local Municipality or cash.

The closing time for receipt of tenders is **26 MARCH 2021 at 11H00**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be open in public.

Any technical enquiries relating to the tender document may be directed to the **Community Services (Public Safety)**, (Mr. C. Coetzee) on 013 262 3056 or at [ccoetzee@emlm.gov.za](mailto:ccoetzee@emlm.gov.za) for technical assistance.

Fully completed tender documents, clearly marked "**APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND INSTALLATION OF LICENSE PLATE RECOGNITION CAMERAS & CCTV SURVEILLANCE MONITORING SYSTEMS ON A 36 MONTH FULL MAINTENANCE LEASE AGREEMENT WITH A FULLY FUNCTIONAL BACK OFFICE AND SECURITY CLEARED PERSONNEL**"

with "**NAME of TENDERER**" must be placed in a sealed envelope and placed in the **tender box 3** on the **2<sup>nd</sup> Grobler Avenue**, Elias Motsoaledi Local Municipality, Main Offices, Groblersdal, **by no later than 26 March 2021 at 11H00**. The envelope must be endorsed with number, title and closing date as indicated above.

Bidders will be evaluated on functionality whereby **70 points (70%)** has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Elias Motsoaledi Local Municipality where 80 points will be allocated in respect of price and 20 points in respect of B-BBEE Status Level of Contribution.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- 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; and/or
- That is an advisor or consultant contracted with the municipality or municipal entity.



## **TERMS OF REFERENCE**

### **FOR**

### **APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND INSTALLATION OF LICENSE PLATE RECOGNITION CAMERAS & CCTV SURVEILLANCE MONITORING SYSTEMS ON A 36 MONTH FULL MAINTENANCE LEASE AGREEMENT WITH A FULLY FUNCTIONAL BACK OFFICE AND SECURITY CLEARED PERSONNEL**

#### **1. INTRODUCTION**

The **Elias Motsoaledi Local Municipality** is pursuant of a Service Provider that can supply, install and maintain License Plate Recognition (LPR) cameras and public space surveillance systems with Closed Circuit Television (CCTV) cameras for demarcated areas over a fixed 36-month full maintenance lease agreement with a fully functional back office and security cleared personnel. As such, your organization is hereby offered the opportunity to submit a proposal for the solution. The solution is divided into four (4) components as detailed below and must be quoted per unit. Submissions of proposals for the four (4) components noted below are required to be separated into its own submission and quoted per unit. **NOTE MUST BE TAKEN THAT THE SUBMISSION IS FOR THE SUPPLY, INSTALLATION AND FULL MAINTENANCE OF ALL EQUIPMENT FOR A 36 MONTH LEASE PERIOD WITH A FULLY FUNCTIONAL BACK OFFICE AND SECURITY CLEARED PERSONNEL.**

**The four (4) components are as follows:**

#### **A. CCTV Cameras**

- a. Software for CCTV Cameras
- b. Hardware specifications and ancillary equipment for CCTV Cameras

#### **B. LPR Cameras**

- a. Software for LPR Cameras
- b. Hardware specifications and ancillary equipment for LPR Cameras

#### **C. FULLY FUNCTIONAL BACK OFFICE**

- a. Software for CCTV & LPR computers and monitoring systems
- b. Hardware specifications of equipment for CCTV & LPR monitoring systems

#### **D. SECURITY CLEARED PERSONNEL TO MONITOR CAMERAS 24/7**

- a. Sufficient qualified and security cleared personnel to monitor all cameras in the control room 24/7.

## 2. SCOPE OF WORKS

### I. **CCTV and LPR Surveillance Overview**

Potential bidders are required to do their own assessment of the crime hotspots within Groblersdal and submit a proposal where the various cameras must be placed with specific surveillance objectives and functions. (This is subject to change for image enhancement).

### II. **Connectivity**

Secured Optic Fibre connection is compulsory. Provision must be made by the prospective service provider for their own power supply. The provision of power supplies must ensure consistent power is provided 24 hours of the day and must be supplied, secured and maintained by the service provider.

### III. **Description of the License Plate Recognition camera locations:**

- **LPR01, LPR02, LPR03, LPR04, LPR05, LPR06, LPR07 & LPR08** – The proposed (8) eight x LPR (License Plate Recognition) camera sites are at the four entrances to the town. The cameras at each entrance must capture all vehicles entering and exiting the town and determine direction of travel. (Only entrance & exits routes)
- **SUR001, SUR002 & SUR003** – There are three (3) cameras proposed to be installed in the CBD (Central Business District) of Groblersdal town. These are high resolution PTZ cameras with 360° viewing capabilities. Reason for higher specification is to have the ability to easily capture detailed information of all vehicles, pedestrians passing through and conduct suitable surveillance on the intersection and direct vicinity.

## A. CAMERA REQUIREMENTS

### I. **CCTV Cameras**

- Minimum specification of the cameras should be IP, alternatively if analogue is proposed, a motivation as to why and specifically taking into account the media conversion and requirements.
- Cameras must be PoE or 12V powered.
- Specific camera lenses is specified in “**Hardware Specifications**”.
- LPR cameras where mentioned must show a confidence level of 85% > during all weather conditions and throughout the day and night time as well as have the ability to feed into Microsoft Sequel or Microsoft Access database structures. Further information on this will be clarified closer to the time with the nominated provider/s.
  - LPR recognition device must have I/O triggers.
  - LPR recognition device must be able to sync with an international time server.
  - Cameras must have an on-board storage facility to be used to store footage in the event of a communications failure and to act as a secondary backup. LPR off-line back-up must be able to send the backlog through to LPR software when communication resumes.
  - Must be able to either view LPR cameras live and or recognition snapshots as and when required.
  - On-board IR for PTZ must be able to identify an object up to 150 meters.
  - Cameras must have dual streaming capabilities.

## II. Camera mounting

- Cameras will be mounted on specific poles (as required by the Manager: Public Safety) at different locations.
- Camera height is important. Cameras must not be mounted lower than 3 meters from the ground.
- Cameras to be mounted using correct and compliant mounts onto poles. In situations where custom mounts are used, these are to be manufactured in a robust way which matches the IP 56 / IP 66 rating of the camera.
- Termination boxes can be used and mounted as well, they must comply with IP66/67. These will house equipment related to the functionality of the CCTV system.
- Power to the pole and camera will be required to be drawn from the nearest property or alternatively solar power where necessary. Please note that the successful bidder must make provision for cabling and providing the power to the cameras. This will be discussed in the information session.
- Minimum length of poles for the CCTV Cameras are 3.8 m x 100 mm x 100 mm x 5 mm Square tubing Galvanized Poles (unless other alternative poles are provided and approved by the Manager: Public Safety within the SANS 0400 specifications) mounted on a base plate according to the minimum requirements and specifications of the Municipality. One (1) pole for each CCTV camera planted at the identified area.
- Minimum length of poles for the PTZ Cameras are 6 m x 150 mm x 150 mm x 5 mm Square tubing Galvanized Poles (unless other alternative poles are provided and approved by the Manager: Public Safety within the SANS 0400 specifications) planted according to the minimum requirements and specifications of the Municipality. One (1) pole for each PTZ camera planted at the identified area

## III. CCTV Monitors

- 4 x 32" LED Series 5 TV's with 2 x HDMI & 1 x USB ports,
- 1 x 55" LED Series 5 TV with 2 x HDMI & 1 x USB ports. Circle

## B. SOFTWARE

### i. VMS (Video Management System)

- An enterprise grade VMS should be proposed and setup in such a way that it can cater for expansion and suitably manages the current number of inputs (cameras, sensors, alarms).
- The system architecture should allow for live monitoring on multiple viewing stations / locations and the ability for one operator to pass alerts to another or escalate where appropriate.
- Camera site information, labelling and details should be presented.
- Software must be able to produce a visual alarm with a customizable OB book. This is imperative as it will allow for an operator to be alerted based on an incident or suspicious activity. It will also allow for the information to be interrogated as part of a holistic presentation where all the information is available (specific footage from multiple cameras, sensor information, alerts, date, time, location)
- E-map functionality should be available as well as the ability to follow an incident from one camera to the next and multiple sensors in an integrated manner.
- Must enable the control room operator to be in a "black screen" environment working off incident based alarms and alerts produced by analytics from the software. Please detail the level of analytics to be deployed i.e. whether the basics are available or analytics such as self-learning, anomalies, left object, suspicious behaviour.
- LPR must be setup in such a way that alerts form part of the same VMS. Preferably a link to a live database as well. Ability to add in suspicious number plates and have various levels/groups of vehicles (suspicious, dangerous, wanted/residents/known offender/CPF etc.)
- Recording time must be at least 3 months on the LPR and 4 weeks on VMS.
- Recording quality to be on highest available quality from the cameras and stored accordingly.

- Total system specifications must be based on manufacturer recommendations. This applies to number of cameras per server, license plate recognition cameras, bandwidth requirements, server specification, power supply, installation specifications.
- Integration into other security systems is advantageous (access control, audio, panic button, sensors, alarm etc.)

## ii. Features

### Monitoring

- Support for 64 channels in VMS and CMS applications
- Support for GPU decoding and GPU fisheye de-warping
- Customizable layout for live view and playback with drag-and-drop support
- Multi-monitor displays to show live view and playback on different monitors
- Support for Microsoft SQL and Access database type
- Support for over 500 and 3rd party IP camera models - see IP Camera Support List
- Auto search for IP cameras
- Support for H.264, H.265 and MJPEG codec
- Support for resolution from CIF to megapixels
- Smart Dual Streaming for monitoring and recording
- Panel resolution up to 4K
- Noise Tolerance for Motion Detection
- E-map
- System log
- Support for up to 100 accounts for logins and passwords
- Multi-level passwords protection and password expiration management
- I/O devices control
- PTZ control panel and PTZ auto functions
- System Idle Protection
- Live view buffer and frame rate control
- Live View Object Index to show the objects or faces captured
- Dual stream on-demand display
- Fisheye de-warping for 3rd party fisheye cameras
- Support for ONVIF, PSIA, and RTSP protocols

### iii. Intelligent Recording, Smart Search and Easy Playback

- Continuous recording (round-the-clock) and recording triggered by motion detection, alarm and schedule
- Adjustable recording quality and frame rate for each camera
- Pre-motion/IO and post-motion/IO recording
- Timeline Search
- Object search
- Thumbnail browse to quickly search for specific frames within video footage
- Instant Playback
- Extracting frames from a video clip during playback
- Support for Daylight Saving Time (DST)
- Support for recording in standard H.264 and MJPEG codec
- Support for configuration change without stopping recording
- Continuous playback of set frames A to B
- AVI repair utility



**iv. Video Merging and Export**

- Exporting video recording within a specified time range
- Exporting videos in EXE format, playable with any third-party players
- Exporting videos of multiple channels in a single AVI video
- Support for Windows burning software
- Time Merge function for exporting a full-length video with recorded and non-recorded periods
- Support for saving de-warped fisheye view in AVI format

**v. Notification**

- E-mail notification with attached video images upon specified alert conditions
- Camera popup upon motion or I/O trigger
- Computer alarm upon recording errors, input, motion and other alarm conditions
- Video lost detection and notification through on-screen message

**vi. Video Analytics**

- Object Counting
- People Counting
- Intrusion Alarm
- Face Detection
- Privacy Mask
- Panorama View
- Defog Function
- Video Stabilization
- Wide Angle Lens De-warping
- Motion Detection
- Crowd Detection
- Scene Change Detection
- Unattended and Missing Object Detection
- Fisheye de-warping and object tracking in fisheye view
- Heat Map

**vii. Utilities**

- Dynamic DNS
- Digital watermark
- Windows lockup
- Fast backup and restore (FBR)
- Bandwidth Control program
- Skype Video Utility to notify upon motion / input trigger \*

**viii. Web Cam for Remote Surveillance**

- SSL Encrypt Connection Support
- UPnP™ Support
- Control Panel on Single View to provide instant information and operation
- Support for PIP, Focus View, Defogging Live Videos, and Video Stabilizer in Single View
- Restricting Power User and User to access Web Cam Server at specified time length
- Event List Query
- Download Centre
- Remote E-Map with pop-up live images upon input trigger

**ix. Advanced I/O Control**

- Visual Automation to intuitively trigger an output by clicking on the camera view
- Virtual I/O control
- Record video, send e-mail notification and trigger output upon input trigger
- Move PTZ camera to a pre-set location on input trigger
- Latch Trigger feature

**x. Remote Monitoring Software**

- Web Cam
- Mobile Server
- Edge Recording Server (Windows / Mac)\*
- Eye for Android Smartphones and iPhone / iPod / iPad

**xi. IT Technology**

- RSA Network Security
- Authentication Server: centralized control of password settings in multiple VMS with support for Windows Active Directory

**C. HARDWARE SPECIFICATIONS**

**I. Control Room**

- a. Stand Alone secured internet connectivity point that is inclusive of a monthly band width cost, providing 99% uninterrupted internet connectivity – the cost is for the service provider and must be included in the tendered price.
- b. Installation of control room furniture:
  - i. Heavy duty (scratch and waterproof surface – marble colour) work bench installed in u-form inside control room (1 m width x 30 mm thick x 15 m length)
  - ii. 6 x office chairs for control room operators
  - iii. Control room safe, for securing hard copies of downloaded files

**II. Cameras**

**a. LPR**

**1/3" Colour CCD IR Camera, Digital Signal Processor (DSP), Vari-focal Lens with Adjustment, DC 12V, 650 TVL, 50m Projection Distance**

- 32 PORT NVR. SOFTWARE HAS THE SAME FEATURES AS THE GV-DVR SYSTEMS,
  - STANDARD NVR SPECIFICATION
  - 2 x DDR3 4096 MB Ram Module
  - Asus Z87-A: all-in-one LGA1150 MB; Intel Z87 chipset, 4 x dual channel DDR3-3000 (O.C)/1600 with XMP support up to 32Gb, 6x SATA6G with raid 0/1//0+1/5/10, on-board triple-display VGA with Quad-output (D-sub+ HDMI+ DVI+ DP) + Realtek ALC892 7.1 DTS audio with optical s/pdif out + Realtek 8111GR gigabit LAN
  - Intel® Core i7-4770 (3.40GHz, 1MB, 8MB, 84W, 1150) Box, INTEL HD Graphics 4600
  - Windows 8.1 Premium 64 Bit
  - Genius Keyboard & Mouse - KB-C100 PS2 k/board + PS2 Optical mouse - Black bundle (in brown box)
  - 1 x 2000Gb Hard drive, 7200rpm, 16mb cache, NCQ, SATA-300
  - Minimum 2000 VA UPS
  - Minimum 48" LED TV with minimum 1280x1024 @ 75Hz - No DVI 12ms

- GV-DSP LPR V3
- ELITAR - LPR CAM 20 Meter
- System NTSC / PAL
- Pick-up Device 1/3" SONY Super HAD II CCD
- Active Picture Elements NTSC: 768(H) x 494(V) / PAL: 752(H) x 582(V)
- Synchronization System Internal / Line Lock (Dip switch adjust)
- Gamma Correct 0.45
- Minimum Illumination 0.25 Lux F 1.2/ 0 Lux with IR LED
- IR LED 36 pieces High Light LED @ 850nm
- Projection Distance 50 m
- Horizontal Resolution 650 TV Line (Colour)
- White Balance Auto Trace White Balance (2500K ~ 9500K)
- Electric Shutter Auto: NTSC 1/60 ~ 1/10K s; PAL: 1/50 ~100k s
- S/N Ratio More than 48 dB
- Lens 5-50 mm, or optional 3.5 ~ 8mm, 4 ~ 9 mm, 9~22mm
- Auto Gain Control (AGC) Auto
- Back Light Compensation (BLC) Auto
- Projection Angel 65 Degree
- Operation Temperature -10oC ~ +50oC
- Power Consumption 6.1W max.
- Current 510mA (max) DC 12V
- Video Output BNC composite: 1.0 Vp-p / 75 ohms
- Supply Voltage DC 12V
- Housing Alloyed Aluminium
- Protection Standard IP66
- Wi-Fi connectivity from camera to control room to be included

**b. PTZ**

**(30x) Outdoor Low Lux IR IP Speed Dome**

- Control room to be supplied with (3) Three desktop computers with a minimum INTEL Core i 7, 1 TERA Hard drive which will control the three PTZ cameras without interruption and suitable UPS that will assist during power surge and dips (1000 VA)
- Camera similar to: Value Pack: SD2411-30X (PAL/Outdoor) 50Hz + PA901 POE
- 1/2.8" progressive scan low lux CMOS sensor
- Min. illumination at 0.01 lux (B/W) and 0.03 lux (colour)
- Triple streams from H.264 and MJPEG
- Up to 30 fps at 1920 x 1080
- 22 x optical zoom and unlimited digital zoom
- Intelligent IR
- IR distance up to 150 m
- Day and night function (with removable IR-cut filter)
- Two sensor inputs and one alarm output
- Wide Dynamic Range (WDR)
- Vandal resistance (IK10 for metal casing)
- Ingress protection (IP66)
- Wide temperature tolerance (-40°C ~ 70°C / -40°F ~ 158°F)

- Support for TV-out
- Two-way audio
- Built-in micro SD card slot (SDHC/SDXC, Class 10) for local storage
- DC 24V / AC 24V
- Pan 360° endlessly
- Tilt from -20° to 200°
- Pan pre-set speed at up to 460° /sec
- PTZ movement (Pre-set, Sequence, Auto Pan, Cruise and Patrol)
- PTZ patrol by schedule
- Auto focus
- 3D noise reduction
- Motion detection
- Privacy mask
- Wi-Fi connectivity from camera to control room to be included in quote
- Fixed IP connectivity to be supplied to PTZ cameras to be included in quote (for Smart phone access)

### 3. TIME FRAME

The submission date for the proposals is the **26 March 2021 at 11H00**, at the Municipal Main Office, Corner of Grobler and Barlow Street, Groblersdal. The proposals should be deposited on the tender boxes marked (Box 3) for that specific project.

### 3. EVALUATION METHODOLOGY AND CRITERIA

**RETURNABLE TENDER DOCUMENTS MUST BE COMPILED WITH CLEAR FILES DIVIDERS IN A NUMERICAL ORDER AS PER THE BELOW MINIMUM REQUIREMENTS**

#### Minimum Qualifying Requirements /Compulsory Returnable Documents:

1. Fully Completed and Signed MBD Forms with a black ink (1; 4; 6.1; 6.2 **(Including Annexure “C”)**; 8 & 9).
2. Attach CSD registration report (summary or detailed).
3. Valid copy Entity / Company registration certificate.
4. Attach cost breakdown of the entire scope of work **(BOQ)**.
5. Company is registered with **PSIRA (Private Security Regulatory Authority)**,
6. **Attendance Compulsory Briefing Session.**
7. Sign any alteration on the tender document **(NB: Not Initialed)**.
8. Sign every page on the tender document **(NB: Not Initialed)**.
9. Forms must be sign in a Black ink.
10. CIPC Abridged Certificate Annual returns **(NB applicable to entities that are in business for more than 12 months)**.
11. **Letter of good standing (Compensation for Occupational Injuries and Disease Act (COIDA)) from Department of Labour OR any company accredited by the Department of Labour (to be verified) OR Tender Letter.**
12. Company Profile (Detailing Experience and Reference contacts).
13. Proof of Municipal rates and taxes or services charges:
  - Of the company and all of its directors not in arrears for more than 90 days or
  - Confirmation from the municipality if municipal rates and taxes are not levied (for the company and all its director(s)) as per CK/Company form of address on the registration certificate or
  - if leasing, a signed lease agreement by the lessor and the lessee and a declaration/letter indicating that the bidder and/or the director does not have municipal account and that the municipal services; rates and taxes are paid by the property owner, should be signed by the lessor and such declaration/letter must be attached / Municipal rates in the name of the lessor for both company and director(s).
14. Original certified copy of B-BBEE Certificate issued by a SANAS verification agency; original Sworn Affidavit from commissioner of oaths or Original / Certified copy of CIPC Sworn Affidavit.
15. Original Certified copies of ID's of the Director(s) **(Certification not older than 6 months before the closing date)**.
16. **In case of a Joint Venture**, Association or Consortium a formal contract agreement must be signed by both parties and be attached and the following must be adhered to:
  - All of the above requirements must be for the both entities.
  - Consolidated Valid B-BBEE Certificate issued by a SANAS Verification agency; **NB: No sworn affidavits will be considered.**

**The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS**

**1286:2011) for this bid is/are as follows:**

No	Description of service, works or goods	Stipulated minimum threshold as a %
1	Electrical and telecom cables	90%
2	Steel products	100%

**NB: PLEASE NOTE THAT IT WILL BE COMPULSORY FOR THE APPOINTED SERVICE PROVIDER TO SUBMIT COIDA BEFORE APPOINTMENT LETTER CAN BE ISSUED IF THE TENDER LETTER WAS SUBMITTED.**

**NB: FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS WILL LEAD TO IMMEDIATE DISQUALIFICATION,**

## Mandatory Compliance

1. Submission of a Bid Price indicating a detailed breakdown and a total for staff, levels and hourly rates;
2. Submission of a Project Proposal responding to the Technical Evaluation Criteria
3. The 1st phase will be the evaluation of bids on functionality and during this stage bids that do not meet the minimum threshold for functionality will be disqualified and will not be considered for the second phase of evaluation, i.e.
4. Commercial evaluation based on price and preference points. The 2nd phase evaluation will be on price points (80 points) and preference points (20)
  - Price = 80 points
  - Preference = 20 points

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	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## Phase 1: Evaluation Criteria

1. One service providers will be appointed for this assignment;
2. Service providers must meet the minimum threshold. Failure to meet the threshold in any of the deliverables will result in disqualification and the service provider not being considered for phase 2 evaluation.

Technical evaluation will be allocated 100 points. Minimum qualifying score **70 points (70%)**.

BIDDER EVALUATION CRITERIA FOR FUNCTIONALITY	EVALUATION CRITERIA	MAXIMUM POINTS ALLOCATIONS
<b>COMPANY EXPERIENCE:</b> Bidder's track record and previous experience in CCTV Cameras and ANPR/LPR equipment  <i>Attach Appointment Letters and stamped reference letters for current &amp; or previous contracts</i>  <i>(To be verified)</i>	<ul style="list-style-type: none"> <li>• Above 6 years' experience = <b>50 points</b></li> <li>• 3 – 6 years' experience = <b>35 points</b></li> <li>• 1 – 2 years' experience = <b>20 points</b></li> </ul>	<b>50</b>
<b>LIST OF EQUIPMENT:</b>  1. Tenderer to submit proof of ownership with original certified	<ul style="list-style-type: none"> <li>• CCTV Cameras and ANPR/LPR equipment supplied that are the companies own equipment = <b>50 points</b></li> <li>• Either the CCTV cameras or the LPR/ANPR cameras that are the companies own equipment = <b>35 points</b></li> </ul>	<b>50</b>

<p>copies not older than six months.</p> <p>2. And in case of hiring, a letter of intent must be submitted with proof of ownership with original certified copies not older than six months.</p> <p><b><i>NB: Bidders will score full points where the total minimum equipment required has a letter of intent and also proof of ownership by a rental company</i></b></p>	<ul style="list-style-type: none"> <li>• CCTV Cameras and ANPR/LPR equipment supplied that are the companies lease equipment = <b>20 points</b></li> <li>• None of the equipment supplied are the companies own equipment = <b>0 points</b></li> </ul>	
<b>MINIMUM QUALIFYING SCORE (70%) 70 POINTS</b>		<b>100</b>

### **CONCLUSION**

Any false information given by the Prospective Service Provider and not meeting the minimum qualifying requirement, will lead to automatic disqualification of the PSP.

The council reserves the right to accept either the whole or part of any Bid, or not to appoint at all. Faxes or e-mail is not acceptable. Bidders will be required to show compliance with the New Preferential Procurement Regulation of 2017

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points

### **COMPULSORY MUNICIPAL BID DOCUMENTATION**

- a) MBD 1 :” Invitation to tender
- b) MBD 4 : Declaration of interest
- c) MBD 6.1 : Preference points in terms of Preferential Policy Regulations
- d) MBD 6.2 : Local Content and Production**
- e) MBD 8 : Declaration of bidder’s past supply chain management practices
- f) MBD 9 : Certificate of Independent Bid Determination

INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (ELIAS MOTSOALEDI LOCAL MUNICIPALITY)**

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
-------------	--	---------------	--	---------------	--

DESCRIPTION	
-------------	--

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

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

**02 GROBLER AVENUE**

**GROBLERSDAL**

**0470**

**SUPPLIER INFORMATION**

NAME OF BIDDER	
----------------	--

POSTAL ADDRESS	
----------------	--

STREET ADDRESS	
----------------	--

TELEPHONE NUMBER	CODE		NUMBER	
------------------	------	--	--------	--

CELLPHONE NUMBER	
------------------	--

FACSIMILE NUMBER	CODE		NUMBER	
------------------	------	--	--------	--

E-MAIL ADDRESS	
----------------	--

VAT REGISTRATION NUMBER	
-------------------------	--

TAX COMPLIANCE STATUS	TCS PIN:		<b>OR</b>	CSD No:	
-----------------------	----------	--	-----------	---------	--

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes  <input type="checkbox"/> No
--	---	-------------------------------------	---

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
---	--	--	--

TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE    R
-------------------------------	----------------------

SIGNATURE OF BIDDER	DATE
---------------------	------

CAPACITY UNDER WHICH THIS BID IS SIGNED	
---	--

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>	<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>
--	--

DEPARTMENT	BUDGET AND TREASURY	DEPARTMENT	<b>COMMUNITY SERVICES (PUBLIC SAFETY)</b>
CONTACT PERSON	<b>M. MTHIMUNYE</b>	CONTACT PERSON	<b>C. Coetzee</b>
TELEPHONE NUMBER	<b>013 262 3056</b>	TELEPHONE NUMBER	<b>013 262 3056</b>
FACSIMILE NUMBER	<b>013 262 2547</b>	FACSIMILE NUMBER	<b>013 262 2547</b>
E-MAIL ADDRESS	<a href="mailto:mmthimunye@emlm.gov.za">mmthimunye@emlm.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:ccoetzee@emlm.gov.za">ccoetzee@emlm.gov.za</a>



**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

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

DATE: .....

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state.
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, shareholder<sup>2</sup>): \_\_\_\_\_

3.4. Company Registration Number: \_\_\_\_\_

3.5. Tax Reference Number: \_\_\_\_\_

3.6. VAT Registration Number: \_\_\_\_\_

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

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

3.8.1. If yes, furnish particulars. ....

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.

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, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? ..... **YES / NO**

3.14.1. If yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

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

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

**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) **“EME”** means an Exempted Micro Enterprise 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;
- (f) **“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) **“QSE”** means a qualifying small business enterprise 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;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20 or 90/10**

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

Where

$P_s$	=	Points scored for price of bid under consideration
$P_t$	=	Price of bid under consideration
$P_{\min}$	=	Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (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	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor:.....=.....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1. and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 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 or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

<p><b>WITNESSES</b></p> <p>1. ....</p> <p>2. ....</p>	<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
---	---

## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011)

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.



**LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution):  
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (Full names),  
do hereby declare, in my capacity as ..... of  
..... (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

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

**WITNESS No. 2** \_\_\_\_\_

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

**Annex C**

**Local Content Declaration - Summary Schedule**

(C1)	Tender No.	
(C2)	Tender description:	
(C3)	Designated product(s)	
(C4)	Tender Authority:	
(C5)	Tendering Entity name:	
(C6)	Tender Exchange Rate:	Pula
(C7)	Specified local content %	EU

Note: VAT to be excluded from all calculations

GBP

Calculation of local content				Tender summary							
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
								(C20)	Total tender value		

Signature of tenderer from Annex B: \_\_\_\_\_

(C21) Total Exempt imported content

(C22) Total Tender value net of exempt imported content

(C23) Total Imported content

(C24) Total local content

(C25) Average local content % of tender

Date: \_\_\_\_\_

## Annex E

### Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.		Note: VAT to be excluded from all calculations
(E2)	Tender description:		
(E3)	Designated products:		
(E4)	Tender Authority:		
(E5)	Tendering Entity name:		

Local Products (Goods, Services and Works)		Description of items purchased	Local suppliers	Value
		(E6)	(E7)	(E8)
			<b>(E9) Total local products (Goods, Services and Works)</b>	R 0
(E10)	Manpower costs	(Tenderer's manpower cost)		R 0
(E11)	Factory overheads	(Rental, depreciation & amortisation, utility costs, consumables etc.)		R 0
(E12)	Administration overheads and mark-up	(Marketing, insurance, financing, interest etc.)		R 0
			<b>(E13) Total local content</b>	R 0
			<b>This total must correspond with Annex C - C24</b>	

Signature of tenderer from Annex B

Date:

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

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

Item	Question	Yes	No
4.1	<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><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></p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

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 / Company

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(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 / Company)

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.

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Signature

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Date

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Position

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Name of Bidder / Company

## **GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract are not included in this document and may be downloaded from the following website – [www.treasury.gov.za / legislation](http://www.treasury.gov.za/legislation):