



Ga-Segonyana Local Municipality

Invitation To Bid

Bid No: 20/2024-25

Acquisition and Maintenance of Financial Systems For Period of 36 Months

Bidder (Company Name)	
Bidder Representative	
Business Address (Physical)	
Tel No	
e-mail Address	

Issued by:

Ga-Segonyana Local Municipality
 Private Bag X1522
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Closing Date : 30 April 2025
 Time : 12H00

Ga-Segonyana Local Municipality**Bid No: 20/2024-25****Acquisition and Maintenance of Financial Systems For Period of 36 Months****Invitation/ Supplier Checklist**

No.	Document Type	Tick <input type="checkbox"/>
01	Cover page	
02	Advert	
03	MBD 1 Form	
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10	General and Special Condition of a Contract	
11	Functionality Criteria's Compliance (Documents Attached)	
12	B-BBEE Status Level Certificate – Targeted Goal (Points 10)	
13	Proof of Locality - Targeted Goal (10 Points)	
13	Business Profile	
14	Tax Compliance Status (TCS – with a pin)	
15	Company Registration Document	
16	CSD Registration Report	
17	Proof of Registration with Licenses relevant to the industry	
18	Certified Copy of Identity Documents (Directors)	
19	Joint Venture Agreement (If Bidder is a Joint Venture)	



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Financial Systems For Period of 36 Months**

ADVERT

INVITATION TO BID



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Acquisition and Maintenance of Financial Systems for Period of 36 Months

Bids (in a form of Quotation/ Proposals) are hereby invited from **professional** service providers with requisite capacity to provide the aforementioned services and/or goods to the municipality.

The following should form part of the proposals (submission):

1. Specifications:

-  Supply and Installation of an Integrated Financial Management System
-  Support and maintenance of the system

The municipality is looking for well experienced bidder who can demonstrate the understanding of financial management systems which is designed with effective and efficient interrelationships between software, hardware, personnel, procedures, controls, and data contained within the systems.

- a. The system should conform to Municipal Regulations on Standard Chart of Accounts, and provided for the following key objectives: a. improved data quality and credibility.
- b. The achievement of a greater level of standardization;
- c. The development of uniform data sets critical for government reporting;
- d. The standardization and alignment of the local government accounting cycle by the regulation of not only the budget in – year reporting formats but also the annual report and annual financial statement formats;
- e. The creation of the opportunity to standardize key business processes with the consequential introduction of further consistency in the management of municipal finance:
- f. Improved transparency, accountability and governance through uniform recording of transactions at posting account level detail:
- g. Enabling deeper data analysis and sector comparisons to improve financial performance: and
- h. The standardization of the account classification to facilitate mobility in financial skills within local government, other spheres of government to attract and retain skilled personnel.

The prospective bidders are required to ensure that they provide for the following in their bid documents

1. System provision and licenses (detailed breakdown per available module)
2. Project planning and implementation (detailed in phases)
3. Data cleansing and migration
4. Data integration with the pre-paid system
5. Customization
6. Testing
7. Specialized hardware (e.g., scanners, fingerprint readers, printers etc)
8. Intention for partnership with 3rd parties (list of all third parties)

HARDWARE REQUIREMENTS

The municipality has sufficient hardware to cater for the proposed software which will be hosted onsite at the head office.

The prospective bidder can propose a hosted solution which can be used as a secondary disaster recovery site. Bidders are required to supply specialised equipment should there be such a requirement. Bidders are advised that the municipality will offer three servers i.e., live

environment, testing environment and the disaster recovery site. Specialized hardware should form part of the bid proposal. If the system will require e.g., scanners, fingerprint readers, printers etc. the quotation should be provided with returnable documents.

SOFTWARE REQUIREMENT

The municipality requires an all-inclusive and integrated financial management system and acknowledges that not all bidders will have an all-inclusive solution and therefore advise that the offering should be presented to the municipality as a one-stop system. It is the responsibility of every bidder to contact other vendors for collaboration and negotiate the fees. The municipality will enter into an agreement with one bidder and all licenses and costs will be paid to the successful bidder and not the 3rd party.

SPECIFICATIONS / SCOPE OF WORK











The system must, as a minimum, comply with the main components of municipal financial management and control. The seven components must integrate seamlessly with the mSCOA general ledger and comply at a posting level to mSCOA Regulations and GRAP. The main components are defined as follows:

- ✚ General Ledger as per mSCOA regulation
- ✚ Billing for municipalities
- ✚ Supply chain management that complies with regulation
- ✚ Assets management and tracking
- ✚ Inventory stores
- ✚ Budget module aligned to IDP as regulated.
- ✚ HR and Payroll module with leave management

The core system should also be able to cater for the following :






- ✚ Host all NT charts.
- ✚ User friendly validation on all segments if the chart should change.
- ✚ User friendly balance sheet budgeting where the system should guide on Cash flow budgeting
- ✚ Budget reports per segment.
- ✚ Remote access of the system (cloud hosted).
- ✚ All required NT uploads must be done directly from the system, Monthly, Quarterly and Annually.
- ✚ The fixed assets purchased must interface to the asset module upon receiving the asset in the procurement module.
- ✚ Capitalisation of WIP projects to the respective asset components
- ✚ Asset module should be able to cater for all asset related transactions i.e.
 - Depreciation o Disposal
 - Revaluation on classes required by policy and Fair value on Investment properties
 - Correction of prior period errors
 - Period 13 and Period 14
 - Insurance register and an insurance claim register
 - Produce report on the health of the assets, linking to the insurance and reparations logs.
 - A notification of asset nearing end of useful life.
 - Asset control (physical verification and door sheets)
 - Calculations (Depreciated Replacement Cost, Current Replacement Cost, impairment)
- ✚ Project Payments – system generated retention postings which updates retention register when payments are done per completion certificates

- ✚ General ledger reporting at any required level of the prescribed chart
- ✚ All known validation rules needs to be built into the system in order to ensure valid uploads, including IDP.
- ✚ User friendly Cash book and Petty Cash modules with reconciliation.
- ✚ The cash book must cater for multiple bank accounts.
- ✚ Investment register
- ✚ Grant register with validation on grant funded transactions – producing a dashboard report on the movements of the grant balances and the recon to the call account grant fund ring-fencing
- ✚ The system should be able to cater for multiple stores, transfer between stores and stock take per store.
- ✚ Must have a report for VAT output and input to be used to submit VAT 201.
- ✚ Tracking of fuel usage per vehicle by allowing for vehicle related issues.
- ✚ The system should host all contracts and with required milestones
- ✚ Financial system's billing module should cater for the rates billing of multiple use properties.
- ✚ The system should allow for the valuation to be split and linked to individual property rates tariff charges to levy accordingly
- ✚ Cater for tariff charges to be scaled, and allow for indigent rebates to be levied as a separate credit against the proper FBS project segment.
- ✚ Cater for the setup of departmental charges to affect the proper costing segment
- ✚ Allow for seamless integration with the prepaid vending system in use.
- ✚ The iFMS should be main source of maintaining prepaid meter data and blocking information
- ✚ Pending receipts or changes in the debtor's arrears value, blocking code or indigent status needs to seamlessly update the prepaid vending module in a timely fashion as to not negatively impact the client vending ability.
- ✚ The arrears receipts as well as the prepaid sales need to affect the iFMS in a seamless fashion
- ✚ Prepaid sales per debtor need to be accessible from the iFMS
- ✚ Have a full credit control module that will not only cater for warning and cut off procedures but also the reconnection process as per the municipality's policy.
- ✚ Produce the debtor account payment arrangement tracking.
- ✚ The various disconnection and reconnection charges need to be automated at any point of the credit control process.
- ✚ Disconnections and reconnections tracking function to track impact of credit control.
- ✚ Geographical Information System for properties tracking per the Valuation Roll and the accounts management and billing.
- ✚ Have a hand over module that can be customized according to the municipal policy.
- ✚ Automated impairment calculation customized to the municipality's policy
- ✚ Be able to provide detailed prescribed debt report.
- ✚ Have a budgeting module that will estimate the budget based on the debtor's scaled billing per tariff
- ✚ Be more specific on Budget reports (all schedules to be populated on the system) and on the budget module.
- ✚ Ensure that capturing of budgets to be user friendly (allow for bulk upload of budget figures).
- ✚ Have an indigent and Pensioner Register that will automatically ensure that the proper rebate and exclusion charges apply to valid indigent and pensioners.
- ✚ The system should by design not allow debtors not on the indigent register to receive free basic rebates.
- ✚ Should cater for a July meter billing that will split and levy the June consumption against the prior year's charges.
- ✚ Other revenue not from sundry or consumer debtors should also for part of the system's revenue sub module and interface to the GL.
- ✚ Detailed registers and ageing report need for these types of ad revenue
- ✚ Creditors Management linked to CSD
- ✚ Assets management and tracking

-  Inventory/stores
-  Customer care module
-  Accounts health dashboard
-  Integration with the prepaid vending system.
-  Intergration with the accounts distribution system.
-  Credit control and debt collection module
-  Budget module aligned to IDP as regulated
-  Import of SDBIP targets, tracking, monitoring and reports thereon.
-  Assessment of the SDBIP targets and performance management plans.
-  Payroll module with leave management

Fifteen business processes have been defined within Local Government. These business processes are defined in the technical specification. Each business process has been fragmented into sub-processes to enable alignment to practical work streams common to the municipality.




The business processes are:

-  Corporate Governance;
-  Municipal Budgeting, Planning and Modelling;
-  Financial Accounting;
-  Costing and reporting;
-  Project Accounting;
-  Treasury and Cash Management;
-  Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable;
-  Grant Management;
-  Full Asset Life Cycle Management including Maintenance Management;
-  Real Estate and Resources Management;
-  Human Resource and Payroll Management;
-  Customer Care, Credit Control and Debt Collection;
-  Valuation Roll Management;
-  Land Use Building Control; and
-  Revenue Cycle Billing.

Functionality within systems, acting as enablers of the business processes, have been added and describes how systems must assist the municipality in maintaining proper execution and achievement of business process milestones and deliverables. Although the required system functionality is accepted to be driven by either legislation or mSCOA regulation, some functionality has been identified through evaluation, to be for best practice activities within local government.










For each of the detailed system requirements within the pricing schedule the following breakdown of pricing will be required:

License Fees:

-  Once-off license, where the system solution requires an initial once-off fee;
-  Annual maintenance fee, where software maintenance fees are payable annually
-  Support/service level agreement fee, where fees are payable monthly.

After implementation system support, where support is offered to the municipality other than the twelve week go-live support.

Implementation:

-  Assessment of current status: On or offsite investigation of the current financial data.
-  Organisational change management: Cost to ensure that organisational change management is addressed during implementation.
-  Assessment of requirement: During assessment for current status, requirements must be identified..
-  Customisation and setup of parameters: Operating system and server (setup of cloud server with related software); Database setup (cost of setting up required database); Security and roles definition (the cost of configuring users' access and security features), and Software solution (customising software solution to fit client requirement).
-  Data encryption – The database allow for data encryption.
-  User acceptance testing: Test environment setup and testing to an accepted level for users.
-  Implementation training: Training for the size of municipality as indicated.
-  Refresher training: Training plan for the next five years.
-  Handholding: Cost to have support staff onsite for twelve weeks to ensure all processes have been tested. First billing cycle completed, salary run done, assets, financial transactions integrated, general ledger month-end done, and statutory reporting submitted.

Business Process	Sub-Process	Legislative or Business Requirement	System / Applications minimum functionality	Minimum Requirements	Module availability 1. Available for deployment 2. In Development 3. not Available
			Authentication, authorisation and cryptographic security technologies and digital certificates must be given high emphasis throughout the entire system including but not limited to the application, data processing, data storage, data communications and user access	Required	
			Must integrate secondary authentication systems such as biometric devices for users that provides access to critical modules, processes and digital signatures or similar technologies to prevent document tampering	Required	
			Must support complex user profiles, with segregation of duties, in order to limit user rights beyond the transaction, but to also include content sensitive measures such as organisational structure, payroll, cost centre, project, source of funding, other segmented transactions or other system objects needed to ensure confidentiality of information and transactional integrity.	Legislation	
	System Configurations	Access control of all systems and modules should as a minimum adhere to the following: Minimum Information Security Standards.	Online approval and authorisation with electronic signature capabilities of transactions via integrated security systems and segregated functionality. This should be provided through application of appropriate security policies and internal		

			service level agreements between various units.	Legislation	
			Comprehensive on-line audit trail of all transactions at a transaction level must be available. This is in order to identify date, time and the user who initiated, approved or amended any transaction, including workflow. The administrator must be able to customise this for enhanced analysis and reporting	mSCOA Regulation	
			Additionally the audit trail on all activities on the system, date, time and responsible user stamped. This must be done to the extent that an activity log can be drawn from the system, outlining a particular user's activities on the system for the entire workday	mSCOA Regulation	
			Monthly period closure and certification within the statutory reporting dates. No back-dating of transactions is allowed.	mSCOA Regulation	
			Balancing of the sub-system with control accounts must be a condition of any period closure	mSCOA Regulation	
			Year-end closures period 12 as at 30 June (of the current year) result in a transactional transfer of opening balance to period one in the following year.	mSCOA Regulation	
			Finalisation and submission of annual financial statements (AFS) period 13 results in opening balance transactional transfer of only the transactions of period 13	mSCOA Regulation	

			Audit periods with allowed audit approved journals occur in period 14 and result in opening balance transactional transfer of only the transactions of period 14	mSCOA Regulation	
		Period Control	Accommodate a period 15 for prior period errors (GRAP 3).	mSCOA Regulation	
			Any corrections of prior period error(s) result in opening balance transactions in the subsequent years	mSCOA Regulation	
			Period closing, finalisation and audit period corrections are opening balance transactions in the current open period as well as normal transactions in the audit periods	mSCOA Regulation	
		Integration	Document management must occur at the capturing point of all transactions.	Required	
			Sub-system(s) or ledgers must, without (manual) intervention or manipulation, integrate and constantly balance with the core financial system	mSCOA Regulation	
			Create workflow and exception reporting mechanisms.	mSCOA Regulation	
			Enable drill down from the general ledger (GL) to subsystem source transactions to transactional level.	mSCOA Regulation	
			Integration and automation of the annual financial statements (AFS) as well as monthly MFMA section 71 reports (financial management statements)	mSCOA Regulation	
		Help function user manual	The System must include an online procedural manual facility that allows for	Required	

			the recording and updating of all relevant processes to aid the users of the system		
			The manual must be context specific and accessible from any input screen in the system	Required	
		Document and transaction control	Functionality is required to permit a duly authorised user to maintain the user manual.	Required	
			The solution must include the online recording of all transactions with a unique transactional identifier and a date/ time stamp format which records transactions in all systems.	Required	
			It is important to note that no records are physically deleted. Deleting a record in the context of the Solution means to 'flagging as deleted', the record so that it is no longer visible or active and does not present 'clutter' to Normal users	Required	
			However, duly authorised users may view or report on logically deleted records.	Required	
			Logically deleted records MAY NOT be reactivated. (If a Record was 'flagged for deletion' in error, it will require recapturing).	Required	
		Training and Skills transfer	End User Training which includes both theoretical as well as practical training.	Required	
			Complete Solution Hand Over to Municipal Project Team including full documentation.	Required	
			Deployment of an IT strategy for maintenance and future developments.	Required	

			Data backup procedures must be continuous and roll back. Recovery should be at the maximum extent possible and not cause system down time "RAID configuration"	Required	
			Disaster recovery sites are either off site at the municipality or cloud based solutions that are to be tested regularly	Required	
		Back up and data recovery	Daily, weekly, monthly and yearly backups must be documented and signed-off.	Required	
	Performance Management System	Performance Management System that gives effect to chapter 6 of the Municipal Systems Act, 2000	Due to the nature of local government the performance management system of a municipality originates from its integrated development plan (IDP) and as such the key performance indicators are created in the IDP. This module therefore formally starts with and should assist in the compilation of the IDP.	Required	
			The performance management system must therefore include the following components:	Required	
			Seamless integration with the budgeting module;	Required	
			The compilation and solution to capture the service delivery- and budget implementation plan (SDBIP) measurable performance indicators and the assignment of tasks to specific managers;	Required	
			Ensuring that policies and Municipal By-laws are aligned to the developmental nature of the municipality and give effect to the measurable performance objectives		

			and service delivery- and budget implementation plan (SDBIP) of the municipality (for staff and political office bearers);	Required	
			Ensure that internal municipality delegations are updated and assigned and formally accepted by individuals;	Required	
			Manage and control external service mechanisms/ providers via a contract management component that ensures delivery, sign-off and minutes are contained in a single point of entry	Required	
			The contract management module should monitor key deliveries and also invoke penalty clauses, retentions and consequences in cases of persistent breach of contract. This includes listing of transgressors on the National Treasury website under the appropriate listing for transgressors;	Required	
			A performance management module that manages the contracts of senior management and allows for electronic submissions and 'portfolio of evidence' management;	Required	
			The performance management module should assist in consequence management and record any such actions. and	Required	
			<i>The performance management system should as a minimum produce the following documents</i>	Required	

			The integrated development plan (IDP) for publication;	Required	
			The service delivery- and budget implementation plan (SDBIP)	Required	
			The service level agreements (SLA's) and performance contracts;	Required	
			Reporting on service delivery- and budget implementation plan (SDBIP) indicators (inclusive of financial performance indicators); and	Required	
			The municipality's annual report.	Required	
			Billing module in addition to integrate: The A&B valuation roll publication as required by the Municipal Property rates Act, 2004; and The customer portal; and should as a minimum (if not hosted on the municipality's web site) be accessible or redirected from the website of the municipality.	Required	
	Document Management	Document Management to ensure that all municipal documents are secured and if possible electronically received to achieve the lowest possible footprint. National Archives of South Africa Act, 1996.	Support secure and reliable document management including, but not limited to: Document sharing. Dedicated registry for document filling; Document tracking; Secure access to documents.	Required	
			Document management should originate at the lowest level of transaction. (i.e., invoices should originate from creditors module)	Required	
			Scanned documents and images to be linked to each enquiry of the system (e.g.		

			Assistance to-the-Poor application scanned forms to be linked to the customer identification number on the system)	Required	
	Reporting mechanisms	Business intelligence reporting solutions	The report writer should have a user configurable application utility like Sequel server reporting server (SSRS). This must include sample reports configured as well as standard reports. This will allow for consistency in reporting and best of client base reports that can be shared in the whole-of municipal environments;	Required	
			Alternatively an effective, flexible report - writing facility with access to the database dictionary is required;	mSCOA Regulation	
			Ensure that mSCOA segmented reports can be produced on any level of the mSCOA chart with any combination of segments;	mSCOA Regulation	
			<i>In addition, there should be a management dashboard that displays at the Municipal Manager's (accounting officer) and senior managers' offices, the key performance areas information in a continues real time update. This should as a minimum:</i>	Required	
			Assist the municipal manager to adhere to MFMA section 70 by providing early warning of impending financial distress;	Required	
			Monitor the financial progress of grants, programs and capital projects (as per the annual service delivery-and budget implementation plan (SDBIP));	Required	

			Monitor performance of debt recovery and creditor payments;	Required	
			Reflect budget versus actual performance of the votes / functions of the municipality.	Required	
			Allow for the export of data via reports in commonly used file formats which is normally associated with spread sheet and other data base applications	mSCOA Regulation	
		National Treasury Portal and other statutory submissions	Statutory submission to the National Treasury local coernment Database (LG Database);	mSCOA Regulation	
			<i>mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them:</i>		
			The annual procurement plan - actual versus budget;	mSCOA Regulation	
			The asset maintenance plan - actual versus budget;	mSCOA Regulation	
			Annual Financial Statements (AFS);	mSCOA Regulation	
			Annual report;	mSCOA Regulation	
			National Energy Regulator SA (Nersa) and Department of Water Affairs and Sanitation (DWS) reports;	mSCOA Regulation	
			VAT returns 201 reconciliations;	Legislation	
			PAYE and 501 reconciliations;	Legislation	
			IRP 5; and	Legislation	
			Unemployment Insurance Fund (UIF) forms.	Legislation	
Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)					

<p>Municipal budgeting and planning business processes are primarily derived from two sets of legislation, namely the Municipal Systems Act, 2000 (MSA) and the Municipal Finance Management Act, 2003 (MFMA). The MSA provides for the setting of the strategic objective whilst the MFMA and Municipal Budget and Reporting Regulations, 2009 (MBRR) provide for the output associated with this business process. This needs to incorporate key processes and procedures such as strategy formulation, integrated development planning (IDP), prioritisation, revenue generation, resource allocation, as well as long term forecasting and modelling of key financial dimensions such as the statement of financial position, cash flow forecasting, funding compliance, asset management and basic service delivery.</p>		
	<p>Main Budget</p> <p>In terms of Section 25 of the Municipal Systems Act, 2000 each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (the integrated development plan (IDP)) for the development of the municipality which must inform the municipal budget to be mutually credible and reliable and should include the following functionality</p>	<p>Must have budgeting capabilities in that the budget are informed from the integrated development plan (IDP) and budget capturing occur across all the mSCOA segments as per the mSCOA Regulations, 2014.</p> <p>mSCOA Regulation</p>
		<p>System must support budgeting cycles across the medium term revenue and expenditure framework (MTREF) (3-year budget) of the municipality.</p> <p>mSCOA Regulation</p>
		<p>The system should be able to link budgeting to final integrated development plan (IDP) priorities.</p> <p>mSCOA Regulation</p>
		<p>Budgeting on the factual elements of typical work streams</p> <p>mSCOA Regulation</p>
		<p>Budgeting on the factual elements of municipal operational and running cost.</p> <p>mSCOA Regulation</p>
		<p>Enable users with budget and management information to determine funding adequacy of the budget to ensure the budget is funded. (Municipal Budget and Reporting Regulations, 2009 (MBRR)).</p> <p>Legislation</p>
		<p>Incorporation of the sub module's elements.</p> <p>Required</p>
		<p>Tracking of the budget process plan and timetable</p> <p>Required</p>

			Automated workflow for departments' submissions as per budget guideline documents.	Required	
			Comparison capabilities for department budget submissions, scenarios & recommendations	Required	
			Planning of secondary costing i.e. Departmental charges, internal recoveries and activity based charges	mSCOA Regulation	
			The system should be able to link Expenditure and Revenue to All segments of mSCOA.	mSCOA Regulation	
			Track, compare and report on budget versus actual amounts for year 1 of the medium term revenue and expenditure framework (MTREF) as per mSCOA Regulation requirement	mSCOA Regulation	
			Enable what-if inter-operability and modelling between the municipality's main budget module and the sub-budget modules.	Required	
			<i>Ensure that the policies referred to in MFMA section 17 and the Municipal Budget and Reporting Regulation 7 are, via formal work flow, reviewed by the relevant municipality departments/ sections. Any amendments must be incorporated into the budget submission. These reviews, as a minimum, must include:</i>		
			The tariff policy referred to in section 74 of the Municipal Systems Act, 2000;	Legislation	
			The rates policy as required in terms of the Municipal Property Rates Act, 2004;	Legislation	

			The credit control and debt collection policy referred to in section 96 of the Municipal Systems Act, 2000;	Legislation	
			The supply chain management policy referred to in Chapter 11 of the MFMA, 2003;	Legislation	
			The statutory budget submission to the National Treasury local coernment Database (LG Database);	Legislation	
			The annual procurement plan;	Legislation	
			The asset maintenance plan;	Legislation	
			Any amendments made/ proposed to the municipality's policies or By-laws	Legislation	
			The rates and tariffs promulgation;	Legislation	
			The general tariff advertisement;	Legislation	
			Data extraction from the mandatory six (6) segments on the mSCOA classification framework and upload to the National Treasury local coernment Database (LG Database) portal	mSCOA Regulation	
	Revenue	A revenue sub-ledger budget module that as a minimum:	Calculate and spread budgets based on current consumption and database history.	Required	
			Measure and flag anomalies of the current database history against alternative information sources such as the Surveyor General (SG), Deeds Office and valuation rolls to ensure completeness of budgeting and actual billing	Required	
			Provide functionality for town ship development and populate amounts and consumption on average per type of connection in this development.	Required	

			Provide for the adjustment of distribution losses based on anticipated remedial actions on the sales loss as identified by the water and electricity distribution loss templates. Zero consumption account based on average and type of use tariffs	Required	
			Create projected growth and tariff calculations taking into account the provision for bad debt and material losses. (In this regard transacting on the "Regional" segment is crucial for GRAP 104 type calculations)	Required	
			Planning of secondary costing i.e.. Departmental charges, internal recoveries and activity based charges informing cost reflective tariffs.	Required	
			Ensure the Geographical System billing tracking and dashboard for accounts payments update.	Required	
			Review of sundry tariffs.	Required	
			Supply the general ledger's "main budget module"-budgets with the full mSCOA segments as a budget line. It should be able to provide this for revenue, expenditure and balance sheet items.	Required	
	Human Resources (HR)	A Human Resource (HR) budget/ payroll module that as a minimum:	Allow the municipality to budget for its full organogram (organisational structure).	mSCOA Regulation	
			Incorporate the ability to apply costing allocation to projects and percentage (%) based allocation of administration costs to trading service departments (if not		

			allocated) using direct calculation methods	mSCOA Regulation	
			Provision to calculate new notch values within grades either as a percentage increase or by minimum value. These notch values are to be held on a temporary file and the user must be able to perform Various "what if" scenarios without affecting the live data	Required	
			Ensure that the planned positions is budgeted for pro-rata to when the expected appointment can be done	mSCOA Regulation	
			Utilising historical trends, calculate the likely provision for leave and bonus provisions. This function should also be able to anticipate (if applicable) any long service allocations	Required	
			Supply the general ledger's main budget module with counts of the actual and planned positions (organogram) budgets for the full mSCOA segments as a budget line. The functionality should be able to provide this for both expenditure and balance sheet items.	mSCOA Regulation	
	Assets	An Asset management sub-ledger budget module that as a minimum:	Allows budgeting for "new capital" projects requested in the integrated development plan (IDP).	Required	
			Anticipates completion and subsequent operational costs of these "new capital" projects.	Required	
			Calculates existing and anticipates new planned assets' maintenance, insurance		

			and a percentage of "un-planned" maintenance	Required	
			Calculates depreciation, taking into account the impact of major repairs.	Required	
			Calculates profit or loss on planned disposals.	Required	
			Provides for a (contract) retention payment schedule	Required	
			Provides for grant and work-in-progress (WIP) or contract management payment schedules to assist the main budget module with its forecasting and cash flow management.	Required	
			Supplies the general ledger's main budget module planned budgets with the full mSCOA segments as a budget line. This functionality should be able to provide this for both expenditure and balance sheet items	Required	
			Provide the asset maintenance plan	Required	
	Budget Management	Budget Management and Monitoring	Allow the public to provide comments on the budget electronically via the municipality's website. These comments together with the comments received from public sessions to be populated/consolidated onto a tool that can be accessed by the public and councillors.	Required	

			Link the service delivery- and budget implementation plan (SDBIP) and workflow to show progress on projects and include links to service delivery scorecards and municipal procurement plans.	Required	
			Automate the virement process as per the virement policy.	Required	
			Provide the annual procurement plan.	Required	
Financial Accounting					
<p>Financial accounting incorporates a host of policies, processes and procedures in order to operationalise the effective and efficient recording and accounting of daily financial transactions as well as month and year end closure procedures and transactions. The MFMA provides a platform for the prescription of norms and standards such as the Standards of Generally Recognised Accounting Practices (GRAP) which have been designed and formulated based on unique South African circumstances (such as the VAT requirements which must be accommodated by the financial system) and leading international practices. Municipalities and municipal entities are therefore required to operationalise daily business processes and procedures that incorporate at the very least regular reconciliations, correct and accurate allocation and classification of transactions based on the SCOA classification framework. These processes and procedures must give rise to monthly performance represented by among others, the Statement of Financial Performance, Capital and Grant Performance, Statement of Financial Position, movement in net assets and cash flow in the Section 71 in-year reporting formats. It is important to keep in mind that outputs needs to be reported and must at all times be measurable so that progressive achievements can benefit communities. Processes should be focussed at clean and accountable operations and the outcome must be reported in terms of by all roll players.</p>					
	General Ledger (Core Financials)	General Ledger (GL) that as a minimum	Contains all the accounts for recording transactions relating to municipalities assets, liabilities and net assets as per mSCOA segments	mSCOA Regulation	
			Is a central repository for accounting data transferred from all sub-ledgers e.g. supply chain, revenue, cash management, fixed assets, purchasing, debt control, billing, prepaid, and projects etc	mSCOA Regulation	
			Reflect transactions posted in the sub-ledgers immediately in the main ledger thereby ensuring the financial integrity of the entire system without the need for manual reconciliations between main and sub-ledgers	mSCOA Regulation	

			Non withstanding the above and due to probable packet loss a routine, is required to ensure that the general ledger and sub-ledger is in balance. This must be done by enforcing daily closing routines with subsequent blockingof opening routines if out of balance occurrence with control accounts is observed	mSCOA Regulation	
			Drill down to transactions from the general ledger (GL) to the sub-ledger or 3rd party systems for an audit trail.	mSCOA Regulation	
			Reporting functionality for all financial reports in the full mSCOA segmented transactions	mSCOA Regulation	
			Provide a debtor master record containing at least but not limited to:	mSCOA Regulation	
			Debtor classes and discount categories to ensure correct billing and rebates	mSCOA Regulation	
			Trade, sundry and other debtor types to comply with mSCOA requirements;	mSCOA Regulation	
			Debtor levies in mSCOA segmentation to the Accounts Receivable;	mSCOA Regulation	
			Receipt allocation to AR in the correct mSCOA segmentation	mSCOA Regulation	
			Daily balancing between sub-system and AR; and	mSCOA Regulation	
			Month-end and year-end procedures to ensure correct disclosure of cash on hand and age analysis	Legislation	
	Accounts Receivable	Transactions in debtors must reflect in the AR in mSCOA segmentation	Drill down to transactions from the general ledger (GL) to the sub-ledger or 3rd party systems.	mSCOA Regulation	

		Integration of sundry systems	Cemeteries system	Required	
			Fire and emergency services systems.	Required	
			Library system	Required	
			Traffic fines systems.	Required	
			Transport services systems	Required	
	Accounts Payable	Supplier maintenance	Creating a supplier database.	Legislation	
			New and changes of bank details for suppliers should be approved by at least two senior officials	Required	
			Post supplier invoices, credit- and debit notes. Select documents to pay with payment dates	Legislation	
			Make payments and part payments. Allow for future and scheduled payments	Legislation	
			Align suppliers with debtors and HR modules.	Required	
		Accounts Payable (AP)	AP must include, at a bare minimum but not limited to:		
			Goods received notes for full or partial deliveries aligned to authorised issued purchase orders. Goods return notes with debit and credit orders;	Legislation	
			Invoicing for goods received notes as partial or multiples invoice payments. Settlement discounts as allowed by suppliers;	Legislation	
			Selection of invoice payments on varied platforms. Bulk payment of invoices including direct linking to the banking sector. Producing of electronic remittance statements with automated distribution;	Legislation	
			Direct invoice payment such as Eskom;	Legislation	

		Sundry payments generated from payroll, billing or manual S&T transactions;	Legislation	
		Re-occurring and scheduled payment such as lease amounts or quarterly loan repayments;	Legislation	
		Retention register with auto mated update, pay-out and balanci	Required	
		A cession register linked to the PMU with automated allocations;	Required	
		Age analysis of creditors with supporting reports	Legislation	
		Must be able to calculate accounts payable VAT reconciliations (including calculations on returns and discounts)	Legislation	
		Must be able to perform project management from award of tender with all payments made, variation orders as well as retention provisions and payments	Required	
		Must be able to provider a report of all payments made within a specified period, i.e daily, monthly annually, etc	Required	
		Must have a module for creditors statement reconciliation	Required	
		Should be able to provide a report indicating the number of days it took to make a payment for each invoice	Required	
		Should be able to detect and prevent duplicate payment of the same invoice number for the same service provider even if it is processed in different financial years.	Required	

		Should be able to enquire on outstanding orders using supplier name	Required	
		The option to scan and store invoices and other documents on the supplier;	to be integrated with existing system	
		A web portal for suppliers to enquire on payment status and uploading/submitting of invoices	to be integrated with existing system	
	Cash Management	Automated receipting of bank deposits received and allocations to related accounts.	Required	
		Tracking and reporting on the cashflow movements and presentation of a dashboard view.	Required	
		Automated passing of journals for interest and other bank charges	Required	
		Electronic payment of creditors and salaries	Required	
	Investments	An investment register with notifications/responses for the end of fixed investment periods (date of maturity) incorporated within the workflow. Updates from cashbook and payments must be seamless.	Required	
		Produce a reconciliation of the investment register with all required documentation.	Required	
	Loan Register	A loan register capable of calculating repayments and schedule payments within the workflow	Required	
		Produce a reconciliation of the loan register with all required documentation.	Required	

		Tax & VAT	Fully integrated and approved VAT handling capabilities incorporating all statutory required documentation.	Required	
			Must have a report for VAT output and input to be used to submit VAT 201	Legislation	
			Interface to SARS eFiling for automated reconciliations and submissions of disclosures.	Required	
		Automated Work flow	Where authorisations are across line functions, the process must be automated. Examples are deviations (section 36), Subsistence and Travel claims, Personnel Requisitions, Transfer of funds(virement Policy), Asset Transfer, Clearance forms, Works orders, Leave applications, etc.	Required	
			Trace all financial asset transactions to the asset level	Legislation	
		Fixed Asset Management	Ensure that all asset transactions are aligned with mSCOA Regulations.	mSCOA Regulation	
		Insurance Claims	Provide an insurance claims register with direct linking to the assets module.	Required	
			Required Derive valuation of assets to calculate insurance premiums from the asset register	Required	
			Write-off of assets from the insurance module must update and transact on the asset register as well as the gl.	Required	
			Workflow with document management and reporting must be available	Required	
	Cost Planning	Incorporate a costing module	A full costing module aligned to the mSCOA costing segment to assist in calculation of tariffs and real costs.		

			Charges must have a direct effect on tariffs. Therefore it will be necessary to ensure direct link to Provisioning and payroll modules exist etc. through the application of internal billing departmental charges or activity based recoveries.	mSCOA Regulation	
			Management reporting on all charges should be available for reports as well as dashboard information	mSCOA Regulation	
Project Accounting					
Project Accounting refers to the capability to account for individual project costs and ensure that these settle as assets under construction (AUC's) where applicable. The project accounting functionality should be extendable to provide project management capabilities in order to track physical project progress against predetermined milestones in addition to tracking the financial performance of the project or portfolio of projects					
	Project Creation & Planning	Y	A comprehensive project module that allows for integrated development plan (IDP) objectives to be transferred into the project module for planning, budgeting and ultimately reporting purposes	Required	
			The municipal budget module must be aligned to the project module.	Required	
			Projects registered in the project module must be aligned to the mSCOA Project segment.	Required	
			All segmentation of mSCOA must be incorporated into the project module, whereby a project based budget is produced, informed by the integrated development plan (IDP) and giving input to the annual service delivery- and budget implementation plan (SDBIP).	Required	

			Capital acquisition, maintenance and replacements must be driven from the project module	Required	
			Operating budget items such as operating expenditure on repairs and maintenance, operational costs and typical work streams must originate from the project module	Required	
	Project Management	Project Management Unit (PMU)	Project management and stakeholder inputs must be controlled by clear business processes and user access controls.	Required	
			Projects not completed within a financial year must be carried over and work-in-progress (WIP) items registered	Required	
			Project managers should have full access to their projects within the limitations of the budget and internal policies	Required	
			Workflow processes must assist in project maintenance	Required	
			Strict budget control as per the approved integrated development plan (IDP) must be maintained.	Required	
			A Safety, Health and Environmental (SHE) module to comply with general Health and Safety Regulations should be incorporated within the system. (For example the Construction Regulations, the Occupational Health and Safety (OHS) Act, 1993, General Administrative Regulations, General Safety Regulations and the National Environmental Management Act, 1998) Regulatory Safety,		

			Health and Environmental (SHE) documentation must be available in a document management tool with defined check lists and milestones	Required	
			Health and safety incidents must be recorded and managed on the system and reported as per legislation	Required	
Treasury and Cash Management					
<p>Treasury and cash management refers to investing, financing activities and operational cash management. The following processes must be considered relevant to this cycle –</p> <p>(a) Investing activities comprises the acquisition, disposal and management of tangible assets, including land, buildings, plant and machinery, motor vehicles, furniture and equipment, computer hardware, software and communication networks. Also included are acquisition, disposal and management of intangible assets such as research and development expenditure, patents and trademarks, scientific and technical know-how, intellectual property rights such as copyrights and licences. Municipalities and municipal entities must introduce accounting policies for depreciation, impairment, revaluation, asset retirement, etc.;</p> <p>(b) Financing activities are the means by which the municipality or municipal entity obtains its funding. This may be in the form of funds obtained from borrowing (external loans) or transfers and subsidies to the municipality or municipal entity. Financing activities also include finance and operating leases entered into by the municipality or municipal entity. Included are related transactions such as security and guarantees granted to a lender, accounts receivables pledged to a discount house, interest charges, finance charges on leases, foreign exchange gains and losses, hedging gains and losses and commitments for capital expenditure;</p> <p>(c) Investment may take the form of fixed interest, long-term or short-term debt, investments or loans; secured or un-secured. Procedures must be implemented to control the purchase and sale of investments, the movement of scrip or recording of dematerialised securities and the resulting cash received and paid including income from investments, and (d) Cash and bank refers to transactions occurring daily in all municipalities and municipal entities represented by a high volume of transactions in payments and receipts. Procedures must provide for expenses and reimbursements of “suspense accounts and floats” including regular surprise counts; cash handling procedures for unbanked receipts and money in transit; control over the opening of bank accounts and obtaining access to electronic banking signatures, regular reconciliations of bank accounts and timely follow-up of reconciling items by management</p>					
	Cash Management	Bank Reconciliation	A fully integrated and automated cashbook module that links to the banking sector and allows for at least	Required	
			Allow for multiple bank accounts and sweeping between accounts	Required	
			Bank reconciliation for all bank accounts of the municipality separately	Required	

		Automated receipting of debtor payments and other monies received, where valid reference is used;	mSCOA Regulation	
		Reconciliation of all funds received by various cashiers i.e. doorsafe, credit and debit cardsd;	mSCOA Regulation	
		Automated passing of journals for interest and other bank charges;	mSCOA Regulation	
		Automated clearing of system generated transactions such as payments and payments break down	Required	
		Automated clearing of cash received in the general ledger (GL) to the bank account;	Required	
		Automated reconciliation of bank statements to the ledger and supplying supporting documentation for management	Required	
		Forecasting of cash must be available on a dashboard.	Required	
		Report all unreconciled items and an indication of whether those unreconciled items are in the cash book or bank statement	Required	
		Sequential Statement download controls to without duplicates	Required	
		Function for RD cheques issued by municipal clients for the payment of accounts	Required	
		Reconciliation of daily receipts against what has been banked	Required	

			Allocation of debit orders (against the municipal bank account) to relevant vote numbers and claim VAT where applicable	mSCOA Regulation	
			Support mSCOA segmentation in the cashbook module	mSCOA Regulation	
		Petty cash	A petty cash module that would allow for accounting for petty cash transactions and subsequent budget allocations and control as per mSCOA.	mSCOA Regulation	
			Internal cash receipt with drawdown of petty cash	mSCOA Regulation	
		Ad hoc: The Cash Management System must at least accommodate, but not be limited to:	Automated payment requests with user authorisation and access control.	Required	
			Loan liability register	Required	
			Investment Management and Register (parameter driven)	Required	
			Interest Received and interest expense reconciliation.	mSCOA Regulation	
			Cash Flow Management which includes forecasting and analysis and full integration with the budget and financial accounting modules	Required	
			Funds management and budget availability control.	Required	

Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable

Supply Chain Management, Expenditure Management and Accounts Payable (Creditors) needs to incorporate as a minimum the following –

(a) Supply chain management is the management of a network of interconnected business processes involved in the provision of goods and services required by the municipality. It integrates the management of supply, demand, acquisition, logistics and disposal by implementing a supply chain management policy in compliance with the MFMA and Municipal Supply Chain Management Regulations in a fair, equitable, transparent, competitive and cost effective way;

(b) Expenditure management follows the SCM processes that should ensure an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds. These expenditures should be monitored against the approved budget, and reasons for variances must be explained and corrective action must be implemented to keep expenditure in line with budget estimates;

(c) Accounts payable results from any monies owed in respect of goods and services purchased and must be settled within thirty days of date of invoice or statement unless it is prescribed otherwise. The payment of creditors or accounts payable must be reconciled monthly according to the statements received from service providers;

(d) Material and inventory management deals with the maintenance of inventory catalogues classified according to the high-level categories provided for in the Standard Chart of Accounts. Business processes need to incorporate at a minimum, ordering; issuing and management of inventory levels; preferred suppliers linked to inventory categories; flagging of stock levels with limited movements for substantial periods; regular physical counts and reconciliation to system stock records; exception reporting and enhanced controls on stock items susceptible to misuse such as illegal stockpiling; and all sub stores to be activated on the system;

(e) Contract management entails the management of contracts through the entire Contract Life Cycle so as to maximise value for money that includes procedures for planning; contract creation; collaboration; execution; administration; and close-out. Contracts should be listed in a contract register embedded into the financial application that automates all the activities necessary to manage the contract as informed and dependant on the nature of the work, the type of contract, the legal aspects and delivery timeframes. It also entails the activities carried out to determine whether the service provider and the municipality are performing adequately to meet the requirements in listed contracts that had been awarded through the procurement process and the prescriptions in the MFMA; and

(f) Vendor management entails managing a supplier database in support of various strategic procurement objectives.

	Supply Chain Management (SCM)	A Supply chain management system that give effect to section 11 of the Municipal Finance Management Act, 2003 (MFMA), the Municipal Supply Chain Management Regulations and council's approved SCM policy	<i>The supply chain module should as a minimum have the following functionality:</i>		
			Allow for requisition from the annual procurement plan;	Required	
			Align requisition to be project based;	mSCOA Regulation	
			Supplier rotation management (parameter driven);	Legislation	
			Supply Chain Deviation Management Facility in terms of legislation;	Legislation	
			Allow for the online requisition of quotations and receipt thereof.	Required	
			Adhere to the municipality's delegation of duties and authority levels;	Legislation	
			Electronically validate against the National Treasury database for prohibited,		

			employees of state and related parties and invite tenders based preferential procurement principals;	Legislation	
			Electronically manage the invitation, bid closure and adjudication process with a full document management server unpinning the cycle;	Required	
			Record and electronically store the bid adjudication committee's meeting minutes and store the minutes on the document management server;	Required	
			Ensure the service level agreement (SLA) and allocation letters are electronically archived prior to any payment being made;	Required	
			Enforce where applicable retention enforcement and manage retention registers;	Required	
			Ensure tax clearance management for the duration of the contract	Legislation	
			Integrate with the asset management system;	Legislation	
			Ensure that all payments are made within 30 days of receipt of an invoice therefore; and	Legislation	
			Ensure that full accrual is done at month-end and yearend cut-off periods.	Legislation	
		Contract Management that gives effect to MFMA section 116	Contract management through workflow and audit trail.	Legislation	
		Requisitions	Different requisition origination such as online, manual, stores and other modules.	Required	

		Project based requisition forms	mSCOA Regulation	
		mSCOA segmented capturing.	mSCOA Regulation	
		Ability to attach documents to online requisitions such as drawings or specifications	Required	
		Must support full work flow and electronic signatures.	Required	
	Projects	Must be able to support the generation of mandatory budget pricing at the beginning of the project and the maintenance thereof	Required	
		Follow accepted project management methodology through work flow and document management	Required	
		Allow for incentives, penalties and returns.	Required	
	Supplier Evaluation	Evaluate supplier performance in accordance with contract deliverables.	Required	
		Update incentives and penalties to supplier database	Required	
		Automate notification alerting relevant system users when a supplier's BEE certificate and tax certification reach expiry dates	Required	
	Request for quote, quotations and Request for proposals	Maintain a Request for quote, quotations and proposals database linked to suppliers.	Required	
		Automated notification of price differences outside of approved variance	Required	
		Automated evaluating of quotations with parameters	Required	
		Comparative tables for allocation of bids	Required	
		Automated notification and ordering system	Required	

			Workflow and document management in quotation process.	Required	
		Purchase Order Processing(PO)	Allow for automated purchase orders from approved requisitions	Required	
			Electronic authorising and signing of purchase orders (PO's) through workflow process.	Required	
			Automated sending of purchase orders (PO's) to supplier through email and/or fax.	Required	
			Processing of partial order deliveries with automated reminders of outstanding items.	Required	
			Automated transfers of outstanding orders to future periods with budget controls.	Required	
			Align purchase order (PO) deliverables to the annual service delivery- and budget implementation plan (SDBIP).	Required	
	Inventory	Inventory / Stores sub system	All consumable items in terms of the classification framework is purchased via an inventory principal. This include direct purchases like pens, stationary, etc.	mSCOA Regulation	
			In terms of the above, all systems should cater for a stores module be it virtual or actual that will allow management to control the consumable items in an effective and controlled manner.	mSCOA Regulation	
			The stores module must seamlessly integrate and balance with the core financial system	mSCOA Regulation	
			Where a full stores module is operational, high value items should annually be measured to establish whether any of		

			these items should be capitalised as 'assets'.	mSCOA Regulation	
			Normal functions should be included as required and should include but not be limited to: Warehouse management; Acquisitions; Stock Level Management; Disposals; Automated consumable stores stock count sheets (departmental stores).	mSCOA Regulation	
Grant Management					
Grant management includes all the activities, processes and procedures to register and reconcile all the grants allocated, received and spent according to the conditions in the Annual Division of Revenue Act.					
	Subsidies	Maintain a grant register that as a minimum:	Provide for a grant register linked to ledger accounts.	mSCOA Regulation	
			Automate receipt allocation of grants.	Required	
			Automate payment allocations	Required	
			Link to mSCOA funding source with budget control.	mSCOA Regulation	
			Provide for reporting in accordance with the mSCOA Regulation and internal control.	mSCOA Regulation	
Full Asset Life Cycle Management including Maintenance Management					
<p>In terms of Section 152 of the Constitution, local coernment's primary mandate is to ensure services are provided in a sustainable and developmental manner; this notion and spirit is supported by the MFMA. Good asset management facilitates the provision of services in a financially sustainable manner and requires adequate automation of critical process within the asset management cycle. Typical to an effective and efficient system at least the following functions need to be addressed as part of the minimum business process requirements –</p> <ul style="list-style-type: none"> (a) Safeguarding of assets, e.g. asset tracking, numbering and locations; (b) Maintaining assets, planned and unplanned maintenance which needs to also incorporate capital asset renewal; (c) Maintenance costing as an input into asset replacement plans; (d) Establishing and maintaining a management, accounting and information system that accounts for the assets of the municipality; (e) Asset valuation principles in accordance with Generally Recognised Accounting Practice (GRAP); (f) Establishing and maintaining systems of internal control over assets; (g) Establishing and maintaining an asset register; (h) Clarifying responsibilities and accountabilities for the asset management process, and (i) Insurance of assets 					

	<p>Asset Management</p>	<p>Subject to the existing legislative and generally recognised accounting practice (GRAP) requirements:</p>	<p><i>An asset and liabilities subsystem that gives effect to MFMA section 63:</i></p> <p>Assets classes with its associated asset types to manage the accounting policy statements in the financial statements as well as give overall control of all assets within asset classes with its associated useful lives and its associated SCOA reporting framework.</p> <p>It should also include the NERSA Regulatory Reporting Manual (RAM) classification as well as the Department of Water Affairs (DWA) in order for the municipality to comply with NERSA and DWA requirements.</p> <p>All asset transaction types must be accommodated in a flexible manner to accommodate future expansion within the SCOA framework.</p> <p>An audit Trail, with an enquiry facility into the audit trail, of all movement within these files is a requirement.</p> <p><i>The 'asset management system' module should:</i></p>		
			<p>Manage the full asset life cycle;</p>	<p>Legislation</p>	
			<p>Manage the contract and build phase of the project by registering the component and rolling the accounting transaction up to the work-in-progress (WIP);</p>	<p>Legislation</p>	

		Immediately after a completion certificate is received, unbundle assets and maintain the parent-child relationship between the main asset and its components;	mSCOA Regulation	
		Enable table-to-floor inspection sheets (electronic devices are preferred) as well as floor-to-table look-up methodologies;	Legislation	
		Host the insurance register and constantly update the portfolio as new assets are purchased or if there is progress on the value of work-in-progress (WIP)	Legislation	
		Compile and monitor expenditure against the asset maintenance plans;	Required	
		Integration to billing systems to monitor investment properties and valuation inconsistencies;	Required	
		Utilise the billing system functionality to ensure ownership of land and buildings to the deeds register;	Required	
		Integration of the electronic scanning and verification device. The purpose is to ensure annual verification and conditional assessment with GPS co-ordinate capturing to the nearest extent possible; and	Required	
		Seamless integration with a Geographical Information System (GIS) or alternative mapping enabled graphical user interface	Required	
	Identification of Assets	Ability to identify and track assets in a hierarchy structure of departments,		

			locations, components and subcomponents.	Required	
			Define Cost Centres, Work Centres, assigning of re-servicing the equipment to an individual.	Required	
			Allow for criticality rating to be assignable to each asset via the risk assessment model.	Required	
			Ability to link movable assets to third party asset tracking systems.	Required	
		Maintenance Strategies	Must be able to configure different strategies.	Required	
			Ability to attach and insert links to Technical Documentation throughout the maintenance module	Required	
			Must cater for a master maintenance schedule with reporting of 'maintenance done	Required	
			Must be able to indicate the lifespan of equipment for replacement budgeting purposes	Required	
			Must be able to track warranty periods by components.	Required	
			Support call centre notifications and maintenance of assets with integrated workflow	Required	
		Fleet Management	Fleet Management system.	Required	
		Fleet Tracking	Fleet Tracking system.	Required	

Real estate management includes the management of land plus anything permanently fixed to it, including buildings, sheds and other items attached to the structure that are both lease-in and lease-out. It can be grouped into three broad categories based on its use - residential , commercial and industrial. Examples of real estate include undeveloped land, houses, condominiums, town homes, office buildings, retail store buildings and factories. Specific attention needs to be given to the property register inclusive of owned and leasehold properties, tenant and occupant information, lease contract administration and management, occupational health and safety requirements, insurance, etc. Other resources management among others include fleet (vehicle) management, plant and equipment, etc. including the hiring thereof

	Rental	Rent out	Maintain a rent register for rental properties.	Required	
			Holiday resort systems.	Required	
			Automated rent renewals with workflow and document management	Required	
			Link to debtors system for collection of rent.	Required	
			Link to valuation system	Required	
			Link to asset register	Required	
		Facilities	Facilities rental module updated from receipting with workflow refunds	Required	
		Rent in	Lease register with work flow and document management.	Required	
			Automated payment scheduling	Required	
	General Processes	Maintenance	Maintenance module for properties and facilities	Required	
			Facilities Management (Maintenance).	Required	
Human Resource and Payroll Management					
<p>Human resources and payroll management is the organizational function that deals with issues related to employees such as compensation, hiring, performance management, organizational development, safety, wellness, leave management, benefits, employee motivation, communication, administration, and training in line with the prescriptions of the Labour Relations Act. Staff establishment, human resources development and expenditures on staff benefits should be done according to the processes and procedures set out in the MSA and MFMA. Pay roll management entails the administration of the financial record of employee s' salaries, wages, bonuses, net pay, and deductions and should be done within the limits of the approved budget and the prescriptions of the South African Revenue Services (SARS). Budgeted remuneration and benefits needs to be directly aligned to the approved staff establishment with provision for vacancies shown separately and all staff payments must be reconciled monthly. The issue of productivity or performance management needs to be addressed by u sing the latest available technologies such as bio metrics devices.</p>					
	Human Resources (HR)	A Human Resource (HR) payroll module that as a minimum (In addition to the normal payroll calculation):	Organisation Management.	Legislation	
			Employee Records Management.	Legislation	
			Job profile	Required	
			Leave Records Management.	Legislation	

			Leave Pay Accrual to be automated also to be retrieved on an ad hoc basis.	Required	
			E-Leave functionality.	Required	
			Training and Development Management	Legislation	
			Recruitment and Selection Management.	Legislation	
			Performance Management.	Legislation	
			Travel claims Management	mSCOA Regulation	
			Human Resource Self Service.	Required	
			Ability to capture and update personnel qualification, upload certificates	Required	
			Talent Management.	Required	
			Career Path Management	Required	
			Payroll and Benefits Management	Required	
			Automated reconciliation at predetermined intervals	Legislation	
			Overtime claims Management/ Time off in lieu.	Legislation	
			Special Allowance Management (e.g. acting, secondments, etc.).	Legislation	
			Refunds to staff in respect of over-deductions and ad hoc payments	Legislation	
			Allow for the application of the subsistence and travel online for approvals	Legislation	
			Deductions and payments to third parties (e.g. medical aids, SARS, union contributions, etc.).	Legislation	
			Ad hoc payroll runs must reflect in the Financial Management System.	mSCOA Regulation	
			Must cater for pensioners' benefits.	mSCOA Regulation	
			Provision to record allowance details against a post and employee (e.g.		

			Telephone Allowance, categories, amounts, telephone number etc.)	mSCOA Regulation	
			Employee Relations.	Legislation	
			The system must cater for all requirements of the South African Revenue Services (SARS).	mSCOA Regulation	
			Must provide a facility to automate the update of tax tables whenever changes occur.	Legislation	
			History of previous tax tables must be retained on the system for an indefinite period	Legislation	
			The system must be flexible so as to cater for any legislative changes to UIF, Workman's Compensation, Unions, etc..	Legislation	
			The system must be able to cater for more than 1 payroll type (e.g. Staff, Pensioners, etc.).	mSCOA Regulation	
			Narrative type pay slips must be provided (Hard copy and electronically)	Legislation	
			Accumulations of all deductions to be printed on pay slip if required (Pension, tax, housing allowance, motor car allowance, etc.)	Legislation	
			Salary payments made to employees' bank accounts must be catered for electronically by either ACS (Automated Clearing Bureau) or electronic funds transfer (EFT).	Legislation	
			Provide a payment hold facility.	Legislation	
			Third Party deduction and payments in terms of schedules or ad hoc basis.	Required	

Variance reporting.	Required	
The ability to calculate back pay across tax periods and increment periods must be provided for.	Required	
The system must allow for dummy validation pay runs to be carried out prior to running the final run	Required	
All temporary staff (e.g. seasonal workers, learner ship programs, contract workers, etc.) to be controlled via Budget availability	Required	
Provision to maintain (add, amend, delete) conditions of service pertaining to specific posts.	Required	
The Payroll System must be able to accommodate or account for all vacancies (i.e. funded and or unfunded vacancies) based on a Council approved Organogram in terms of. Section 66A of the Municipal Systems Act Amendment Act (MSAA).	Required	
Budget control and management of virement requirements	mSCOA Regulation	
Ensure that all employees' and councillors' declaration of interest and related parties are captured on the master files	Required	
Bank account monitoring against supplier and/ or contract payment AND against own and related parties bank accounts	Required	
Test against the central database for contracts with any 'organs of state'/ "persons in the service of state" and supply		

			the central database with employees' and related parties' details.	Required	
			Supply the central database with the identification (ID) numbers of employees, councillors and related parties	Required	
			Report and create the workflow for collection of all employees and councillors with arrear accounts	Legislation	
			Provide the financial statements with regulated reporting requirements regarding the municipal councillors' outstanding debtor account details	Legislation	
			Provide the general ledger (GL) with transactions that debit expenditure and credit revenue votes when applicable. This creates a temporary total liability of the payroll balance on the integration control	mSCOA Regulation	
			<i>Create the clearing transactions that clear the integration control, these transactions include:</i>		
			Electronic funds transfer (EFT) to employee's bank accounts into the core financial systems cashbook awaiting approval;	mSCOA Regulation	
			Creation of "invoices" for 3rd parties, SARS (PAYE, VAT, etc.), UIF, Medical aid and pension funds;	mSCOA Regulation	
			Provide for an employee portal to update personal information and re-produce documents.	Required	
			<i>The system must support a disciplinary module which should allow for (not</i>		

			<p><i>complete list</i>): - Grievances created (bottom up workflow) - System should recommend action to be performed based on type of grievance - Allow for exception reporting (when a grievance is not being addressed in correct time frame)</p>	Required	
	Time Management		Work schedule and shift planning	Required	
			Time data recording and administration.	Required	
			Align with Safety Health and Environmental (SHE) module	Required	
	Payroll		Must be able to easily integrate with banks. Seamless upload of payroll information	Legislation	
			Support multiple payrolls with different pay structures.	Legislation	
			Produce, in conjunction with the Human Resource system, a multi-year budget in the mSCOA segmentation	mSCOA Regulation	
			Integrate with the time management system	Required	
			Ability to submit statutory reporting to SARS for all taxes	Legislation	
Customer Care, Credit Control and Debt Collection					
<p>Each municipality must within its financial and administrative capacity establish a sound customer management system as prescribed in the MSA. Credit control and debt collection is the responsibility of the municipality and processes, procedures and mechanisms must be implemented in line with the policy as adopted by the Council as prescribed in the MSA.</p>					
	Credit Control	A credit control and debt collection system that integrate with the revenue management system and that gives effect to Chapter 9 of the Municipal Systems Act, 2000	<p><i>The system should enable the municipality to manage an end-to-end debt collection process and must:</i></p>	Required	

		Provide for SMS, email and hand delivered late payment notifications;	Required	
		Provide for parameter (area, aging, debtor type, specified amount or number of disconnections required, selection of more than one area at a time) based disconnection list generation;	Required	
		Manage re-connection process (capturing and recording of information if reconnection is done versus income received) classification of debtors on the reconnection list. Manage arrangements with immediate capturing of arrangements including variable arrangements(automatic printing of arrangement documents to sign per customer category. Integrated notes on the debtor master file and workflow with technical services. Generate reports on all arrangements, defaulted arrangements, arrangements hounred, arrangement below a certain percentage or arrangements longer than a specified period;	Required	
		Integrated clearance applications and calculations;	Required	
		To generate letter of demand to defaulted arrangements. Final notice, summons and judgement issuing;	Required	
		Summons and judgement issuing	Required	
		Ability to capture court orders for accounts under Administration and Debt review.	Required	

			Management of attorney actions on an integrated level	Required	
			Ability to generate reports on income generated on accounts under Administration and Debt review	Required	
			Ability to job schedule reports to run automatically	Required	
			-Indigents with active clearances – excluded from write offs Be able to produce report on approved indigent at any given time showing subsidies already granted	Required	
		Arrear Arrangements	Arrear arrangement functionality must be accommodated in a work flow of various administration processes including, but not limited to:		
			Online Application;	Required	
			Authorisation of application	Required	
			Automated arrangement financials	Required	
			Automated Default process	Required	
			Irrecoverable Debt Write Off process	mSCOA Regulation	
			Restriction and Reinstatement of Credit and prepaid meters daily import and export files to manage process;	Required	
			Meter Tampering Management;	Required	
			Debtor (individual/group) dashboard;	Required	
			Management facility to monitor Debtors that are also Service Providers (creditors) set off Management	Required	
			Management of Staff arrears set off – (portion of bonus). Generate monthly reports of arrears staff members	Required	

			Error report on indigents not uploaded - Report on Indigents with conventional meters – to install prepaid meters - To move arrears to abeyance to be written off - Automatic change of tariffs with upload to indigent tariffs including subsidy	mSCOA Regulation	
			Program to remove old indigents from system and automatic reset of tariffs to normal tariff structure. An option must be available to upload indigents in bulk with reports: - All indigents uploaded successfully per indigent category	Required	
		Legal Process	Up to the Default Judgement	Required	
			Programs in place to manage Debit Order Payments and reversals	Required	
			Councillor Arrear Management- generate monthly report	Legislation	
			Specialised Functionality for Third Party Interfaces (e.g. Staff Arrear Set Offs, Prepaid Vending Arrear Set Offs, Prepaid meter blocking/set offs, etc.)	Legislation	
	Customers	Customer portals to give effect to Section 95 of the Municipal Systems Act, 2000 which (amongst other) requires the following:	A sound customer management system that:		
			Aims to create a positive and reciprocal (give-and-take) relationship between persons liable for payments and the municipality;	Required	
			Establishes mechanisms for users of services and ratepayers to provide feedback to the municipality or other service providers/ mechanisms (of the municipality) regarding the quality of the		

			services and the performance of the municipality or its service providers/ mechanisms	Required	
			Provides accessible mechanisms to any person to query or verify municipal accounts and metered consumption;	Required	
			Enables electronic query and appeal procedures which allow persons to receive prompt response/ action to 'inaccurate accounts' queries;	Required	
			Enables structured workflow mechanisms to deal with complaints from such persons, together with prompt replies and corrective action by the municipality;	Required	
			Mechanisms to monitor the municipality's response time and efficiency in complying with the above; and	Required	
			Provides for accessible, secure and electronic payment channels.	Required	
		Customer Relations Management & Community Liaison	Able to automate customer registration	Required	
			Automate the registration of services (water, electricity & prepaid electricity)	Required	
			Automate the allocation of funds to the customer to trigger instruction to unblock/ reconnect suspended service	Required	
			Automated customer correspondence capabilities which includes, but is not limited to, automated responses to customer enquiries, linking a reference number to the customer's account	Required	

			Updates on statements which will reflect latest adjustments	Required	
			Integrate community liaison (e.g. service interruptions).	Required	
			Account payments and cashier balancing on one system.	Required	
			Must have real time reflection of payments.	Required	
Valuation Roll Management					
<p>The valuation roll forms the basis for the levying of assessment rates and all processes and procedures are coerned by the Municipal Property Rates Act, 2004 (MPRA). All categories of properties in the municipal boundary need to be recorder and maintained in a municipal register of properties including the value of land and improvements as described in the MPRA. Municipalities are also required to undertake interim valuations to ensure the property valuation roll is constantly maintained and updated. Importantly, the business processes need to ensure integration with the revenue value chain of the municipality and the billing processes and procedures</p>					
		Valuations Module to give effect to the Municipal Property Rates Act, 2004, and as a minimum:	Seamlessly integrate with the revenue management module.	Legislation	
			Integrate information for spatial analysis in a Geographical Information System (GIS).	Required	
			Integrate with the building control system used in the municipality to ensure completion of additions and new buildings get immediately updated on the billing subsystem	Required	
			Integrate with the land use system to ensure appropriate tariffs is timeously applied.	Required	
			Integrate with the Surveyor General (SG) database and town planning systems in use at the municipality	Required	
			Integrate with the deeds registry and monitor actual sales with current valuations as well as ownership against the billing system	Required	

			Validate and report anomalies in the asset register on municipal owned properties	Required	
			Provide the municipal website with the Municipal Property Rates Act, 2004 required A&B valuation rolls	Legislation	
		Managing and calculation of property rates, special rating areas and service charges on a property subject to a number of requirements including but not limited to	The valuation of property will be performed in the separate (Computer Assisted Mass Appraisal) system and the individual property values and relevant property attributes passed to the Solution via an interface with valuation module. Data to be validated and managed within the Solution in compliance with legislation policies and business rules to enable calculation of property rates	Legislation	
			Property Rates and service charges are calculated at different tariffs depending on various criteria such as the category of the property	mSCOA Regulation	
			Functionality is required to exempt certain categories of property and/ or certain categories of property owners from rates	Legislation	
			Functionality is required for the phasing in of rates in compliance with legislation	Legislation	
			Clearance Certificate Management to be online and comply with Section 118 of the Municipal Systems Act, 2000	Legislation	
			Functionality is required to calculate a rebate or a reduction in rates in compliance with the requirements of legislation and/ or business rules.	Legislation	

			<p>Integrated clearance applications and automatic calculations on the total debt outstanding including all linked debt. Where applicable figures in terms of Section 118 (debt within 2 years) is payable for the issuing of clearance certificate be calculated automatically. Audit trail and history of all applications must be available The administration and certificate charges must be an automated levy with issuing clearance figures. The system to provide a monthly reports: - all clearance monies received - All new stands created in a specified period - All transfer of ownerships in a specified period - All clearances issued in terms of Sec. 118(3) where only the 2 year period were considered for the issue of the certificate</p>	Required	
Land Use Building Control					
<p>Land use management is a process of managing the use and development of land. Aspects need to include spatial, urban policy usage, and economic considerations. A land use management system need to include all processes, methods and tools used for organising, operating and supervising the urban environment including the factors influencing it. A management system needs to cover all phases from the vision behind the preparation of plans and decisions to their implementation and the monitoring of impact s. Planning practices, decision making processes, procedures, implementation, monitoring mechanisms, methods and tools used in the above-mentioned phases are all elements of an integrated system. In general, land u se management is driven by various decisions taken at different levels of administration (local, regional, national). Building management incorporates all activities relating to township management such as building plan approvals, rezoning applications, illegal land usage and Municipal By-laws management. Importantly, the land an d building management needs to be integrated with the revenue value chain of the municipality.</p>					
	Land use	Property maintenance	Property register providing for all land in the municipal area.	Legislation	
			Town, township, suburb, street, erf, subdivision and sectional title detail must be aligned to the deeds office and Demarcation Board specifications.	Legislation	

			Integration with billing and valuation systems.	Legislation	
			Alignment of ownership must be verifiable with the deeds office	Legislation	
			Property transfers, subdivisions, consolidations and zoning changes must be system process with work flow and document management driven	Legislation	
	Special	Integration with external stakeholders	Must be able to align property register with the Surveyor General register	Required	
			Provide a Stand/Property Master for the history of the property, including but not limited to all record of ownership, usage, amendments and developments.	Required	
			Where a 3rd party GIS system is used integration should be seamless.	Required	
			Integration with the asset register for municipal properties.	Required	
	Building Control	Integration to the Town Planning function	Building plan submission and approval.	Required	
			Document management for building plans and zoning certificates. Tracking of dates for land use application and building plan applications as per the National Building Regulation and SPLUMA by-law/land use scheme	Required	

Revenue Cycle Billing

The valuation roll forms the basis for the levying of assessment rates and all processes and procedures are coemed by the Municipal Property Rates Act, 2004 (MPRA). All categories of properties in the municipal boundary need to be recorded and maintained in a municipal register of properties including the value of land and improvements as described in the MPRA. Municipalities are also required to undertake interim valuations to ensure the roll is constantly maintained and updated. Importantly, the business processes need to ensure integration with the revenue value chain of the municipality and the billing processes and procedures

	Billing	Revenue management module that give effect to MFMA section 64 that also incorporate:	Additionally to the standard minimum functionality in the MFMA the billing system must:		
			Measure and flag anomalies of the current database transaction (all services) against alternative information sources such as Surveyor General (SG), Deeds and valuation rolls to ensure completeness of actual billing	Required	
			Calculate and account monthly for the provision of bad debt	mSCOA Regulation	
			Integration of Prepaid at a minimum of a 'debtor per tariff '-code per region, monthly bill the consolidation sales amount and daily receipt the sales;	mSCOA Regulation	
			Provide accessible pay points and other mechanisms for settling accounts or for making pre-payments for services;	Required	
			Provide adequate information for spatial analysis in a GEOGRAPHICAL INFORMATION SYSTEM (GIS) system for billing and accounts overview and also at detail level	Required	
			Create and Maintain Regional Structure;	mSCOA Regulation	
			Integrate with valuation and property systems;	Required	
			Allow for multiple billing cycles	Required	
			Create and maintain a tariff structure to comply with mSCOA Regulations;	mSCOA Regulation	
			Produce monthly invoices to debtors and group accounts;	Legislation	
			Allow for rebates and penalty levies	mSCOA Regulation d	

	Specific but not limited requirement Billing Reporting and Tariff Maintenance	Must have report writing capabilities for standard & Ad hoc reporting (daily, monthly & annual).	mSCOA Regulation	
		Maintenance of tariffs as per the tariffing section	Legislation	
		Integrate with debt collection for disconnections and reconnections.	Required	
		Integration into 3rd party software for receive readings taken	Required	
		Must be able to store infrastructure (metering) diagrams which will show the physical location of meter in order to be able to drill down to all of the relevant information concerning the meter in question.	Required	
		Must have a full process and document flow for terminations and re-connections of services and the relevant documentation	Required	
		Must integrate with the Geographical Information System (GIS) to the extent that reticulation of services can be viewed as a layer at any point in time within the context of the current property being worked on	Required	
		On-site billing	Required	
		Must be able to do consolidated billing of properties (all services and rates into one bill): As Municipalities are working within the determination of the Municipal Property Rates Act, 2004, a property relational database design is critical. The respective debtor is secondary to that	Legislation	

		Generate statements at any point in time and consolidate at customer level	Required	
		Flexible tariff building structure and design. System must be capable of inclining block tariffs based on daily, monthly, or annual rate scales	mSCOA Regulation	
		Must allow for the maintenance of tariffs as per the tariffing section.	mSCOA Regulation	
		Customer must be able to nominate between mailing, MMS or e-mailing of monthly statement	Required	
	Revenue receipting	Must adhere to applicable legislation and by-laws.	Legislation	
		Allow for all accepted payment methods at cashiers, including automated payment and clearing of card payments	Required	
		To accommodate fully automated processing of multiple receipting streams including but not limited to:	Required	
		Payroll;	Required	
		Third Party vendors (e.g. Absa, Easy Pay, Prepaid Vendor, etc.);	Required	
		Cash Offices;	Required	
		Traffic;	Required	
		Other Municipal Directorates (e.g. Fresh Produce Market, Libraries, etc.).	Required	
		To cater for multiple bank accounts.	Required	
		Processing of payments at supervisor controlled cash offices to accommodate cashier opening, balancing and closing	Required	
		Multiple daily and monthly online and automated reconciliations	Required	

		Receipting to be online	Required	
		Cash payments must be able to be processed during database server and network downtime	Required	
		All pay points and receipting streams to be uniquely identifiable in the sub ledger and general ledger	Required	
		Receipting to also accommodate specialised payment types e.g. Rates Clearance, Arrear Debt arrangements, Assistance- to-the-Poor, Service Deposits, etc	Required	
		To accommodate the correction of erroneous and/or rejected receipts	Required	
		Facility to reverse "refer to drawer"(R/D) for Cheques, debit orders and IVR payments	Required	
		To facilitate debit orders.	Required	
		Printing and re-printing (marked as "Copy Receipt") of receipts	Required	
		Interface with barcode scanner to scan account numbers from the statements.	Required	
		Recording of cheque details	Required	
		Reversal of receipt and associated interest where applicable.	Required	
		While the billing process itself follows standard accounting practices for raising debit and credit transactions, the tariffs of charges and the business rules that coern the selection of the Appropriate tariff are complex. The Solution will provide functionality to calculate the amounts due		

			for services and levies in accordance with the determined tariffs and business rules	Required	
			Calculate the income due to the municipality for services and/ or products or property, on a regular, user defined and maintainable basis	Required	
			Generate invoices and/or statements for the amounts payable to the municipality on a regular, user defined and maintainable basis	Required	
			Group accounts into one or more 'billing cycles' based on user defined criteria	Required	
			Provides the facility to charge interest on arrears amount subject to certain user defined provisions and according to user maintainable rates	Required	
			Functionality is required to raise debit and credit transactions which are updated to a Debtor account. The functionality must provide for the following transaction sources:		
			Calculated transactions - these transactions will be the result of a calculation that is subject to user defined business rules to determine the tariff to be used, special conditions that may apply to be used, discounts or rebates to be applied etc.;	mSCOA Regulation	
			Functionality is required to correct and recalculate incorrect accounts with full audit trail of actions taken to rectify the error. This could include the recalculation		

			of interest over different financial periods at different rates. (MSA section 95f).	mSCOA Regulation	
			Functionality is required to correct and recalculate incorrect accounts with full audit trail of actions taken to rectify the error. This could include the recalculation of interest over different financial periods at different rates. (MSA section 95f)	mSCOA Regulation	
			Account maintenance functionality is required to generate the necessary transactions to correct accounts which are in error by an authorised user with a full audit trail and maintenance report of actions taken to rectify the error. (MSA section 95f)	mSCOA Regulation	
			Account maintenance functionality must produce 'hard copy' of all transactions generated to rectify the account to enable the user to verify and 'sign off' the action taken.	Required	
			Functionality is required to categorise Debtors and Properties by a set of user defined parameters. The categories are used to create subsets of the Debtor Master for reporting, to establish appropriate tariffs and to determine billing cycles (MPRA section 3(3)c(i))	mSCOA Regulation	
			Functionality is required to process different Debtor and property categories according to different business rule or time frames.	Required	

		<p>Tariffs are stored by effective date from inception and all history is retained to enable recalculation of accounts even over different tariff periods.</p>	Required	
		<p>Functionality is required for the system to automatically apply new tariffs from the effective date specified in the tariff record. At this time the 'current ' tariff will receive a status of 'expired' and the 'new' tariff becomes 'current'</p>	Required	
		<p>It is important to note that in all areas of revenue calculation, rebates and/ or exemptions may be applied based on a single or on multiple criteria which may be applied to the Debtor account in an 'and/ or' context. The Solution must provide the required level of flexibility to cater for these variations</p>	Legislation	
		<p>Miscellaneous Charges: Certain miscellaneous charges may be raised at regular intervals (monthly, quarterly, annually) and fixed periods whilst others are raised on an ad hoc basis with automated escalation dates and percentages.</p>	Required	
	Meter Management (credit and prepaid)	<p>Functionality is required to link the numbered meter that is used to measure the consumption of services to the erf/ property on which the meter is installed. It is important to note that there may well be more than one meter per erf/ property</p>	Required	

		Functionality is required to categorise meters	Required	
		The Solution must be able to record the relationship of each meter to the property and track meter readings and relevant history of each meter individually.	Required	
		Functionality is required to link the Debtor to the numbered meter that is used to measure the Debtor consumption of services. It is important to note that a Debtor may well be linked to a number of meters. (E.g. a landlord with a number of leased properties). (MSA section 95d)	Required	
		Functionality is required to create and maintain practical and efficient meter reading routes	Required	
		Functionality is required to capture and record the meter reading and the date on which the meter was read. At least the following methods of capture must be provided, namely:		
		Capture via standard keyboard entry;	Required	
		Receiving meter readings electronically from a third party interface. Automated uploading and validation will be required	Required	
		Meter readings must be retained at a transaction level and may not be overwritten, deleted or adjusted. Errors must be rectified by entering a cancelling entry and entering the correct reading	Required	
		Functionality is required to calculate charges for services consumed according		

			to user defined algorithm which may contain a number of variable factors in order to determine the correct tariffs to apply	Required	
			Functionality is required to raise the charges against a debtor's account according to a user defined billing cycle (which may coincide with the meter reading cycle for an area)	Required	
			In the event of a meter being read 'out of cycle' the charges may be raised to the debtors account on an 'ad hoc' basis. These charges raised must be visible on the debtor's account immediately, but will not generate an invoice immediately as it will be included on the standard invoice/ statement generated during the next billing cycle	Required	
			In the event that a meter reading is not received, functionality is required to calculate an estimated consumption, according to a user maintained algorithm	Required	
			Functionality is required to recalculate an account from all meter transaction history, taking into account any tariff changes, or from a specific starting point in the history on an ad hoc basis with the option to accept or discard the result. (i.e. the recalculation will be regarded as a 'what if' with the option to make it 'live')	Required	

		Meter management system must be integrated/ interfaced with the Billing Component	Required	
		Prepaid electricity meters:		
		Functionality that is an integral part of the Billing interface to its prepaid vendor;	mSCOA Regulation	
		Automated blocking and arrear set off functionality is required	Required	
		Water inventory managing	mSCOA Regulation	
		Functionality is required to manage an Inventory of Water Meters. This to be work flowed as certain steps are dependent on others.	Required	
		Reports/ extracts including but not limited to:		
		Water Meter maintenance management;	Required	
		Various statistical extracts and reports	Required	

Bids clearly marked “**Bid No: 20/2024-25, Acquisition and Maintenance of Financial Systems For Period of 36 Months**” must be placed in the bid box of the Municipality on or before the **30 April 2025 at 12H00**.

The lowest or any bidder will not necessarily be accepted and Council reserves the right to consider any other Bid not suitably endorsed or comprehensively completed, as well as the right to accept a bid in whole or in part.

Bids will be evaluated on functionality with the following scoring criterions:

Experience	50
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Experience and track record (Client Base)	25
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The bidder must demonstrate his **client base** by providing the number of clients currently and previously contracted:

Clients above 15.	25 points
Clients above 10 and below 15.	15 points
Clients above 5 and below 10.	10 points
Clients up to 5.	05 points

Note:

The bidder must provide one of the following as proof:

- ✚ Reference letters
- ✚ Appointment Letters

These letters must:

- ✚ Be in the client’s name (letterhead)
- ✚ Duly signed
- ✚ Have date of appointment
- ✚ Date of completion
- ✚ Have traceable contacts
- ✚ Have the service rendered

Experience and track record (Existence)	25
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The bidder must demonstrate **his existence** by providing the proof of existence within the space of integrated financial management services. The bidder must demonstrate existence within the Local Government sector.

Above 15 years	25 points
Below 15 years and above 10 years	20 points
Below 10 years and above 5 years	10 points
Below 5 years	05 points

Note:

The bidder must provide one of the following as proof:

- ✚ Company Registration documents (Memorandum of incorporation). This is demonstrate the number of years since the company was registered.
- ✚ Reference Letters. This is demonstrate that the bidder has been active with the sector required by the municipality.
- ✚ Appointment Letters. This is demonstrate that the bidder has been active with the sector required by the municipality.

These letters must:

- ✚ Be in the client’s name (letterhead)
- ✚ Duly signed
- ✚ Have date of appointment
- ✚ Date of completion
- ✚ Have traceable contacts
- ✚ Have the service rendered

Key Personnel	40
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The bidder must demonstrate capacity to execute the work at initial, during and conclusion of the project. Bidder must provide proof of human resource to execute job at work.

System Project Team Leader

- | | |
|----------------------------|-----------|
| Above 5 years in the field | 10 points |
| Below 5 years in the field | 05 points |

The bidder must provide the CV of the official, which proves the length of experience within the industry as well as the qualifications (**certified**) listed here below:

- ✚ Post graduate in project management.
- ✚ IT Related Diploma (or equivalent)

Software Developer

- | | |
|----------------------------|-----------|
| Above 5 years in the field | 10 points |
| Below 5 years in the field | 05 points |

The bidder must provide the CV of the official, which proves the length of experience within the industry as well as the qualifications (**certified**) listed here below:

- ✚ Bachelor Degree in Computer Science and IT Related field.

Software Engineer

- | | |
|----------------------------|-----------|
| Above 5 years in the field | 10 points |
| Below 5 years in the field | 05 points |

The bidder must provide the CV of the official, which proves the length of experience within the industry as well as the qualifications (**certified**) listed here below:

- ✚ Bachelor Degree in Computer Science and IT Related field.

Implementation/ Integration Specialist

Above 5 years in the field	10 points
Below 5 years in the field	05 points

The bidder must provide the CV of the official, which proves the length of experience within the industry as well as the qualifications (**certified**) listed here below:

- ✚ Bachelor Degree in Computer Science and IT Related field.

iFMS Development	10
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Proudly South African, local ownership of iFMS software for agility of Development decision making that benefits the RSA Local Government sector.

Note:

Provide proof that shows the software is locally owned.

The bidder must score a minimum of 70 points to be considered for further evaluation.

Thereafter bids will be evaluated on the **80/20** or **90/10** points principle. **Points for price** will be weighted at **80/90**, while the **preference points** will be weighted at **20/10**.

Pricing Requirements (The bidder must provide the following in the pricing schedule):

- Housing
- License (per user)
- Technical Support and Maintenance (Monthly)
- Software Fees
- Training Fees

- The bidder shall be required to provide price in a form of a **percentage**.
- This price shall be charged only on the monies recovered by the bidder.
- The price shall be inclusive of all costs.

The formula to be applied for the price points calculations will be as follows:

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

Where

- P_s = Points for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

The targeted goals points will be based on the following tables:

For B-BBEE points the below table shall apply:

10

B-BBEE Status Level of Contributor	Number of points (80/20 system)	Number of points (90/10 system)
1	10	05
2	09	4.5
3	07	3.5
4	06	03
5	04	02
6	03	1.5
7	02	02
8	01	0.5
Non-compliant contributor	00	00

Note: Bidder failing to provide the proof of locality, shall claim zero points for locality

1.1. B-BBEE Status Level Contributor

10 Points

- 1.1.1. Bidder must submit proof of B-BBEE status level contributor certificate.
- 1.1.2. B-BBEE status level contributor certificate must be issued by SANAS or authorised person(s) or authorised body.
- 1.1.3. B-BBEE status level contributor certificate must be **original** or **certified**.
- 1.1.4. Other than the B-BBEE Status Level of Contributor certificate, the bidder must submit the **original** B-BBEE sworn affidavit.
- 1.1.5. Bidder failing to submit proof of B-BBEE status level of contributor or original sworn B-BBEE affidavit shall claim zero points for B-BBEE points.

B-BBEE Status Level of Contributor	Number of points
1	10
2	09
3	07
4	06
5	04
6	03
7	02
8	01
Non-compliant contributor	00

Bids MUST be submitted in a bid document as provided for by the municipality. The document is downloadable from the municipal website www.ga-segonyana.gov.za. Only bids submitted in the bid document will be considered.

NOTE: MBD Forms (which forms part of the bid document) must be completed in full and be duly signed, failure to do this will result in the bidder being considered non-responsive.

Technical enquiries please contact **Ms. N. Keswa** on **053 712 9348**, and **SCM** enquiries may be directed to **Mr. B. Sechogela** on **053 712 9345** during office hours.

M. M. TSATSIMPE
MUNICIPAL MANAGER

Cnr Voortrekker and School Street
Ga-Segonyana Local Municipality Building
KURUMAN
8460



Ga-Segonyana Local Municipality

Invitation To Bid

Bid No: 20/2024-25

**Acquisition and Maintenance of
Financial Systems For Period of 36 Months**

MBD1

Ga-Segonyana Local Municipality**MBD 1****PART A - INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (GA-SEGONYANA LOCAL MUNICIPALITY)					
BID NUMBER:	Bid No: 20/2024-25	CLOSING DATE:	30 April 2025	CLOSING TIME:	12H00
DESCRIPTION	Acquisition and Maintenance of Financial Systems For Period of 36 Months				
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)**

Ga-Segonyana Local Municipality Main Building					
Cnr Voortrekker and School Street					
Kuruman					
8460					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CONTACT NAME			CELLPHONE NUMBER		
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	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	SEE MBD 3.1
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Finance Services	DEPARTMENT	Financial Services
CONTACT PERSON	Boitumelo Sechogela	CONTACT PERSON	Nontlantla Keswa
TELEPHONE NUMBER	053 712 9344	TELEPHONE NUMBER	053 712 9348
E-MAIL ADDRESS	tumis@ga-segonyana.gov.za	E-MAIL ADDRESS	nkeswa@ga-segonyana.gov.za

PART B - TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 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:

.....



Ga-Segonyana Local Municipality

Invitation To Bid

Bid No: 20/2024-25

**Acquisition and Maintenance of
Financial Systems For Period of 36 Months**

MBD 3.1

MBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE:

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid No: 20/2024-25
Closing Time: 12H00	Closing Date: 30/04/2025

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

HOUSING	R
License Use Fee (per user)	R
Technical support and Maintenance (monthly fee)	R
Software Fee	R
Training Fee (per official)	R



Ga-Segonyana Local Municipality

Invitation To Bid

Bid No: 20/2024-25

**Acquisition and Maintenance of
Financial Systems For Period of 36 Months**

MBD 4

GA-SEGONYANA MUNICIPALITY

MBD 4

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
- 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, hareholder²):.....

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

.....

.....

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 (**List all other companies of directors of this company**):

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

¹MSCM Regulations: “in the service of the state” means to be –
(a) a member of –
(i) any municipal council;

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

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

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Company



Ga-Segonyana Local Municipality

Invitation To Bid

Bid No: 20/2024-25

**Acquisition and Maintenance of
Financial Systems For Period of 36 Months**

MBD6

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY OF GA-SEGONYANA LOCAL MUNICIPALITY

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 POLICY OF THE MUNICIPALITY.

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 **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the 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;
- (b) Locality; and
- (c) B-BBEE Status Level of Contributor.

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

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

- 1.5. Failure on the part of a bidder to submit proof of **LOCALITY** together with the bid, will be interpreted to mean that preference points for **LOCALITY** are not claimed.
- 1.6. 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 contributor** are not claimed.
- 1.7. 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;
- (k) **“proof of locality”** - means a
 - Municipal account in the name of the tenderer not older than 90 days,
 - Lease agreement where the tenderer is the lessee, or,
 - An official letter from the bank confirming the registered business address of the tenderer

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:

$$\begin{matrix}
 \mathbf{80/20} & & \mathbf{or} & & \mathbf{90/10} \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & & \mathbf{or} & & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{matrix}$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR LOCALITY

4.1. In terms of Regulation 12.10 of the Preferential Procurement Policy, preference points must be awarded to a bidder for attaining the Locality in accordance with the table below:

Locality	Number of Points for Locality 80/20	Number of Points for Locality 90/10
Within boundaries of John Taolo Gaetsewe District	10	05
Outside boundaries of John Taolo Gaetsewe District, but within the boundaries of Northern Cape Province	05	2.5
Outside boundaries of the Northern Cape	0.00	0.00

5. POINTS AWARDED FOR LOCALITY B-BBEE STATUS LEVEL OF CONTRIBUTOR

5.1 In terms of Regulation 12.4 of the Preferential Procurement Policy, 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 (80/20 system)	Number of points (90/10 system)
1	10	05
2	09	4.5
3	07	3.5
4	06	03

5	04	02
6	03	1.5
7	02	01
8	01	0.5
Non-compliant contributor	00	0.0

6. BID DECLARATION

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

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

7.1 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 4.2 and must be substantiated by relevant proof of Locality and B-BBEE status level of contributor.

8. SUB-CONTRACTING

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

(Tick applicable box)

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

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 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 Policy of Ga-Segonyana Local Municipality:

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. MUNICIPAL INFORMATION

Municipality where business is situated :

Registered Account Number:

Stand Number :.....

9.8. Total number of years the company/firm has been in business:.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
 SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....



Ga-Segonyana Local Municipality

Invitation To Bid

Bid No: 20/2024-25

**Acquisition and Maintenance of
Financial Systems For Period of 36 Months**

MBD7

CONTRACT FORM - PURCHASE OF GOODS/WORKS**MBD 7.1**

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Technical Specification(s)
 - Preference claims in terms of the Preferential Procurement Regulations 2001
 - Declaration of interest
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

<p>WITNESSES</p> <p>1</p> <p>2.</p> <p>DATE</p>

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as.....
 accept your bid under reference numberdated.....for the supply of
 goods/works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (VAT INCL)	BRAND	DELIVERY PERIOD	POINTS CLAIMED FOR TARGETED GOALS	POINTS CLAIMED FOR PRICE

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE



Ga-Segonyana Local Municipality

Invitation To Bid

Bid No: 20/2024-25

**Acquisition and Maintenance of
Financial Systems For Period of 36 Months**

MBD8

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

MBD8

- 1 This Municipal Bidding Document must form part of all bids invited.

- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	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)? Register enter the National Treasury’s website, www.treasury.gov.za , click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	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:		
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



Ga-Segonyana Local Municipality

Invitation To Bid

Bid No: 20/2024-25

**Acquisition and Maintenance of
Financial Systems For Period of 36 Months**

MBD9

CERTIFICATE OF INDEPENDENT BID DETERMINATION**MBD 9**

1. This **Municipal Bidding Document (MBD)** must form part of all bids¹ invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

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:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION**MBD 9**

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder 3 MBD 9
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.

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.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



Ga-Segonyana Local Municipality

Invitation To Bid

Bid No: 20/2024-25

**Acquisition and Maintenance of
Financial Systems For Period of 36 Months**

SPECIAL CONDITIONS OF A CONTRACT

SPECIAL CONDITIONS OF BID

1. The Municipality's document must be kept as supplied and submitted with all schedules / forms fully completed.
2. Any other documents, certificates etc. must be attached as an annexure to the official Municipal document.
3. Where the Municipality's official document is taken apart and not submitted as supplied, the bid might be rejected.
4. Schedules / forms not duly completed and signed by the bidder will result in a bid not being considered.
5. All Forms of Special Conditions in Specifications should be included.
6. The bid document must be completed in black ink, and prices must be VAT inclusive, unless otherwise specified.
7. The lowest or any Bid will not be necessarily be accepted, and the **Ga-Segonyana Local Municipality** reserves the right to accept the whole or any portion of a Bid.
8. All prices and details must be legible to ensure the bid will be considered for adjudication.
9. Corrections may not be made by means of correction fluid such as Tip – Ex, or any other similar product. In the event of a mistake being made, it should be crossed out in ink and be accompanied by a full signature at each and every alteration. The Municipality reserves the right to reject the bid if corrections are not made in accordance with the above.
10. All bid documents must include the following documents:
 - Copies of Company registration certificate,
 - Company profile -Certified ID copy(s) of Director(s)/Shareholder(s) not older than three months,
 - Tax compliance status pin of the company,
 - Proof of VAT registration **if applicable**,
 - CSD registration report and/or CSD Registration Number (**MAAA**),
 - A letter confirming bank details of the company not older than 3 months,
 - Proof of Municipal rates/letter from Tribal Authority / Copy of a valid lease agreement for the company,
 - In case of a joint venture a joint venture agreement should be attached (sworn affidavit is not acceptable),
 - Authority of signatories.
 - Safety requirements documentation relevant to the industry (if applicable)
11. The bidder may submit a comprehensive company profile, for example the founding company statements, as well as a **detailed exposition of previous and current work done**.
12. Bidders will be required to be registered on the Ga-Segonyana Local Municipality's Supplier Database.
13. No bid forwarded by e – mail, telegram, telex, facsimile or similar apparatus will be considered.

14. **No late bids** will be considered.

15. Bids must be properly received and deposited in the bid box of the Ga-Segonyana Local Municipality on or before **30 April 2025, 12H00**. Bid offers must be submitted in a sealed envelope properly marked in terms of the bid number and bid description, at the offices of the Municipality situated at:

Foyer

Ga-Segonyana Local Municipality

Cnr Voortrekker and School Street

Kuruman

8460

16. Copyright / Patent Rights – Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the Ga-Segonyana Local Municipality.

17. Specifications

 **SEE ADVERT ABOVE**

BID DECLARATION

1. I/we Mr/Mrs/Messrs _____ duly assigned to represent the bidder for the purpose of this bid, hereby bid to supply the goods and/or render services described in the attached documents to the Ga-Segonyana Local Municipality on terms and conditions stipulated in this bid and in accordance with the specifications stipulated in the bid documents (which shall be taken as part of, and incorporated into this bid) at the prices reflected in the Pricing Schedule.
2. I/we agree that this offer shall remain valid for a period of **90 days** commencing from the closing date and time of this bid.
3. I/We further agree that:
 - 3.1 This bid and its acceptance shall be subject to the terms and conditions contained in the in the Ga-Segonyana Local Municipality Supply Chain Management Policy;
 - 3.2 if I/we withdraw my/our 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 Ga-Segonyana Local Municipality may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Ga-Segonyana Local Municipality and I/we will then pay to the Ga-Segonyana Local Municipality any additional expense incurred by the Ga-Segonyana Local Municipality having either to accept any less favorable 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 Ga-Segonyana Local Municipality shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the Ga-Segonyana Local Municipality may sustain by reason of my/our default;
 - 3.3 If my/our bid is accepted the acceptance may be communicated to me/us by letter or order through the provided e-mail address. Such communication shall be deemed to be proper service of such notice with effect from the date of sending the e-mail of such notice;
 - 3.4 The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose domicilium citandi et executandi in the Republic of South Africa, where any and all legal notices may be served at (full street address of this place):

4. I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

- 5. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.

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

- 7. I/we declare that I/we have participation/no participation* in the submission of any other offer for the supplies/services described in the attached documents. *If in the affirmative, state name(s) of bid(s) involved.

Name of Bidder: _____

Signature _____



Ga-Segonyana Local Municipality

Invitation To Bid

Bid No: 20/2024-25

**Acquisition and Maintenance of
Financial Systems For Period of 36 Months**

Resolution By Board Of Directors

RESOLUTION TAKEN BY THE BOARD OF DIRECTORS / MEMBERS / PARTNERS

RESOLUTION of a meeting of the Board of Directors / Members / Partners of

_____ **(Name of Bidder)**

Held at _____ On _____
(Place) (Date)

RESOLVED THAT:

1. The enterprise submits a Bid to the Ga-Segonyana Local Municipality in respect of the following project:

Bid No: 20/2024-25
Acquisition and Maintenance of Financial Systems for Period of 36 Months

2. Mr/Mrs/Ms _____

In his/her capacity as _____ and who will sign as follows:

(Specimen Signature)

be, and is hereby, authorised to sign the Bid and/or all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any contract, and/or all documentation resulting from the award of the bid to the enterprise mentioned above.

Note: The resolution must be signed by all the directors or members/partners of the bidding enterprise. Should the space provided below not be sufficient for all directors to sign, please provide a separate sheet in the same format as below.

No	Name	Capacity	Signature
1			
2			
3			
4			
5			

Enterprise Stamp

RESOLUTION TAKEN BY THE BOARD OF DIRECTORS OF A CONSORTIUM OR JOINT VENTURE.

RESOLUTION of a meeting of the Consortium / Joint Venture Partners of

_____ **(Name of Bidder)**

Held at _____ On _____
(Place) (Date)

RESOLVED THAT:

1. The enterprise submits a Bid to the Ga-Segonyana Local Municipality in respect of the following project:

Bid No: 20/2024-25
Acquisition and Maintenance of Financial Systems for Period of 36 Months

As a Consortium/Joint Venture comprising (list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

_____ *(Enterprise full Name and Registration Number)*

_____ *(Enterprise full Name and Registration Number)*

_____ *(Enterprise full Name and Registration Number)*

_____ *(Enterprise full Name and Registration Number)*

2. Mr/Mrs/Ms _____

In his/her capacity as _____ and who will sign as follows:

(Specimen Signature)

be, and is hereby, authorised to sign the Bid and/or all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any contract, and/or all documentation resulting from the award of the bid to the *Consortium/ Joint Venture mentioned above.*

3. The enterprise in the form of a **consortium or joint venture** accept jointly and several liability with parties under item 1 above for the fulfilment of the obligations of the consortium and/or joint venture deriving from, and in any way connected with the contract to be entered into with the Ga-Segonyana Local Municipality in respect of the project described above under item 1.

(Physical Address)

Note: The resolution must be signed by all the directors or members/partners of the bidding enterprise. Should the space provided below not be sufficient for all directors to sign, please provide a separate sheet in the same format as below.

No	Name	Capacity	Signature
1			
2			
3			
4			
5			

Enterprise Stamp



Ga-Segonyana Local Municipality

Invitation To Bid

Bid No: 20/2024-25

**Acquisition and Maintenance of
Financial Systems For Period of 36 Months**

General Conditions of A Contract

TABLE OF CLAUSES

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 “**Closing time**” means the date and hour specified in the bidding documents for the receipt of bids.

1.2 “**Contract**” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 “**Contract price**” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “**Corrupt practice**” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 “**Countervailing duties**” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “**Country of origin**” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “**Day**” means calendar day.

1.8 “**Delivery**” means delivery in compliance of the conditions of the contract or order.

1.9 “**Delivery ex stock**” means immediate delivery directly from stock actually on hand.

1.10 “**Delivery into consignees store or to his site**” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 “**Dumping**” occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 “**Force majeure**” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “**Fraudulent practice**” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “**GCC**” means the General Conditions of Contract.

1.15 “**Goods**” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “**Imported content**” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African

place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “**Local content**” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “**Manufacture**” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “**Order**” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “**Project site,**” where applicable, means the place indicated in bidding documents.

1.21 “**Purchaser**” means the organization purchasing the goods.

1.22 “**Republic**” means the Republic of South Africa.

1.23 “**SCC**” means the Special Conditions of Contract.

1.24 “**Services**” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 “**Written**” or “**in writing**” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the

Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the

supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the 7 cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, 8 provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
21. Delays in the supplier's performance
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily 10 available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
22. Penalties
- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
23. Termination for

default

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

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the 11 envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits.

According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him 12

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial

Participation (NIP)
Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation

34. Prohibition of
Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998. 14

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)