

## 7.10

PROPOSED EXTENSION: ALTRON DIGITAL BUSINESS, A DIVISION OF ALTRON TMT (PTY) LTD; CIMSO BUSINESS SOLUTIONS AFCIMSO BUSINESS SOLUTIONS AFRICA (PTY) LTD [PSD DISTRIBUTION] AFRICA (PTY) LTD [PSD DISTRIBUTION]; ESRI (ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE SA (PTY) LTD); ESRI (ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE SA (PTY) LTD); GEODEBT SOLUTIONS CC; IGNITE ADVISORY SERVICES; MAXITEC; PAYDAY SOFTWARE SYSTEMS (PTY) LTD; SOLVEM CONSULTING (PTY) LTD; SPINNINGYOURWEB (PTY) LTD; WATER MANAGEMENT SERVICES CC

J van Asperen      Divisional Manager Business Architecture and Customer Relations

24 June 2025

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### 1. Executive Summary

The purpose of this report is to provide the necessary information and motivation on the proposed amendment of the Contracts as listed in paragraph 6.12, ending 30 June 2025, in terms of the enabling provisions of Section 116(3) of the Local Government: Municipal Finance Management Act, Act No. 56 of 2003 (MFMA), in order to enable the Accounting Officer to take an informed decision when considering the request for the amendment of the contracts.

### 2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Municipal Manager  
Department: Division Strategic Support Services

Directorate: Financial Services  
Department: Division Financial Accounting  
Department: Division Revenue Management  
Department: Division Expenditure, Fleet & Asset Management  
Department: Division Supply Chain Management

Directorate: Community Services  
Department: Parks, Recreation, Cemeteries & Refuse Removal  
Department: Facilities, Halls & Building Maintenance

Directorate: Infrastructure Services  
Department: Building Control  
Division: Civil Engineering Services

Directorate: Corporate Services  
Department: Division Information & Communication Technology  
Department: Division Human Resources Management  
Department: Division Business Architecture & CRM  
Department: Administrative Support Services

Directorate: Municipal Public Safety  
 Department: Division Fire, Rescue & Disaster Management  
 Department: Division Law Enforcement Services

### 3. Compliance with Strategic Priorities

Provision of democratic, accountable, and ethical governance  
 Provision and maintenance of municipal services

### 4. Delegated Authority

None

### 5. Legal Requirements

Local Government: Municipal Finance Management Act, 2003(Act 56 of 2003)  
 Overstrand Municipality Supply Chain Management Policy, as amended  
 Overstrand Municipality Contract Management Policy, as amended  
 MFMA Circular No. 73 issues by National Treasury

### 6. Background/Discussion/Evaluation/Conclusion

#### 6.1 Background

Section 7 of the Occupational Health and Safety Act, 85 of 1993, requires the employer to establish and review a Health and Safety Policy. The purpose of the policy is to provide and maintain as far as reasonable and practical a work environment that is safe and without risk to the health of employees.

Section 116(3) of the MFMA provides as follows:

“(a) the reasons for the proposed amendment have been tabled in the council of the municipality or, in the case of a municipal entity, in the council of its parent municipality; and  
 (b) the local community-  
 (i) has been given reasonable notice of the intention to amend the contract or agreement; and  
 (ii) has been invited to submit representations to the municipality or municipal entity.”

No comments were received by the closing date of 21 March 2025.

Section 116 (3) of the MFMA should however be read together with MFMA Circular No. 73 issued by National Treasury, May 2013. In terms of the said circular, the following power/duty was conferred to Council which is cited as follows: (emphasis added)

“Considering the reasons for the proposed amendment of a contract or agreement and any representations that may have been received regarding the proposed amendment of a contract or an agreement procured through the

supply chain management policy of the municipality and deciding whether to consent to the amendment of the contract or the agreement". (emphasis added)

The municipality should ideally have a single business system with a single database and workflow. Considerations to introduce such a strategy for business systems should however always be assessed carefully against initial investment costs for such ventures, as well as the potential risks if the anticipated operational efficiencies and return on investments are not realised - this is done by the ICT Steering Committee.

Migration strategies for local government institutions must remain aligned with architectures and technologies of selected manufacturers as well as trusted relationships with selected service providers. Investments made by local government institutions in business system architectures and trusted relationships with service providers are seen as long-term investments which cannot readily be changed without exposing the municipality to continuity and contingency risks.

The portfolio of ICT contracts terminating on 30 June 2025 for which a Section 116(3) process is followed are:

<b>Ref no</b>	<b>Service Provider name</b>	<b>Description of Service</b>
SC1327(II)/2013	ALTRON DIGITAL BUSINESS, A DIVISION OF ALTRON TMT (PTY) LTD	SOFTWARE USED TO MANAGE TIME AND ATTENDANCE OF EMPLOYEES
SC1701D/2016	CIMSO BUSINESS SOLUTIONS AFCIMSO BUSINESS SOLUTIONS AFRICA (PTY) LTD [PSD DISTRIBUTION] RICA (PTY) LTD [PSD DISTRIBUTION]	AMENDMENT OF SC1701A/2016: SOFTWARE AND WEBSITE FOR CARAVAN PARK/CAMPING RESERVATIONS FOR A CONTRACT PERIOD ENDING 30 JUNE 2025
SC1634C/2015	ESRI (ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE SA (PTY) LTD)	AMENDMENT OF SC1634B/2015: PROVISION OF GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES IN THE OVERSTRAND MUNICIPALITY AREA ENDING 30 JUNE 2025
SC1793B/2017	ESRI (ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE SA (PTY)	PROPOSED AMENDMENT OF SC1793A/2017: THE ACQUISITION OF A CAPPED ELA LICENSING FEE FOR THE

	LTD)	GIS SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2025
SC1327(x) (viii)/2013	GEODEBT SOLUTIONS CC	SOFTWARE TO MANAGE THE DEBT COLLECTION FROM RESIDENTS WHOSE PAYMENTS OF MUNICIPAL RATES AND TAXES ARE IN AREAS.
SC1327(vi) /2013	IGNITE ADVISORY SERVICES	SOFTWARE USED TO MANAGE THE INTEGRATED DEVELOPMENT PLAN, THE SERVICE DEVELOPMENT AND BUDGET IMPLEMENTATION PLAN AND INDIVIDUAL PERFORMANCE MANAGEMENT
SC1970/20 19	MAXITEC	PROVISION OF SERVICES TO HOST, MAINTAIN, POSSIBLY RE-DESIGN AND UPGRADE THE WEBSITE OF THE OVERSTRAND MUNICIPALITY FOR A CONTRACT PERIOD ENDING 30 JUNE 2022
SC1327(ix) /2013	PAYDAY SOFTWARE SYSTEMS (PTY) LTD	PAYDAY - HUMAN RESOURCES MANAGEMENT AND PAYROLL BUSINESS SYSTEM
SC1327(i)/ 2013	SOLVEM CONSULTING (PTY) LTD	CORE FINANCIAL BUSINESS SYSTEM (LICENCE FEES).
SC2156A/ 2020	SPINNINGYOURWEB (PTY) LTD	INTERGRATED CLOUD AIDED DISPATCH SOLUTION
SC1327(iv) /2013	WATER MANAGEMENT SERVICES CC	BUSINESS SYSTEM THROUGH WHICH THE MAINTENANCE OF ALL PROPERTY AND INFRASTRUCTURE ASSETS IN THE MUNICIPALITY IS DONE.

## 6.1 Discussion

### 6.2.1 Section 116(3) Notification for Publication

Date of Advertising: 19 February 2025

Method of Advertising: Hermanus Times

Closing date for comments: 21 March 2025

No comments were received by the closing date of 21 March 2025.

### 6.2.2 Motivation

The intention of MFMA Circular No. 80 (Municipal Financial Systems and Processes requirements in support of the Municipal Standard Chart of Accounts (mSCOA) was to ensure that municipalities going forward, when reviewing and/or considering compliance of systems of financial management and internal control, going forward, are empowered to do so in the most appropriate manner. In this regard it is advised that, given the requirement to comply with the Standard Chart of Accounts for Local Government Regulations, 2014 (mSCOA Regulations) with effect from 1 July 2017, and the recently articulated business processes, municipalities are advised to:

- Avoid wasting public funds on unnecessary and fruitless ICT and internal control system changes.
- Conduct the appropriate level of assessments and/or ICT due diligence, if necessary, as envisaged and guided through Municipal SCOA Circulars No. 5 and 6.
- Assess the most economically effective approach to ensure that the municipality is compliant, from a systems perspective, with the requirements of the mSCOA Regulations as a first priority. Compliance with the business processes, as envisaged and specified in Annexure B of MFMA Circular No. 80.

In order to avoid unnecessary wastage of state resources, it is strongly recommended that municipalities first consider carefully whether any change of ICT-related systems of financial management and internal control are warranted. In the event that a material upgrade or change to the existing package of systems are indeed warranted and cannot practically be addressed economically through engagement with present service providers, then municipalities are reminded that due process should be followed. In the event that procurement is at all necessary, then municipalities are advised to compare system costs against offerings available in terms of transversal contracts.

**6.2.3 Conclusion**

It remains the strategic intent of the Municipality to assimilate similar functionalities from Business Systems deployed in the municipality into one Business System where possible, with the intention being to at least, build the integration of the functionalities of Business Systems where it is cost effective and functionally viable and is mSCOA compliant.

7. Financial Implications

7.1 SC1327(II)/2013: Altron Digital Business, a Division of Altron TMT (Pty) Ltd

SC1327(II)/2013		Altron Digital Business, a Division of Altron TMT (Pty) Ltd	
Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028
Source of funding	Operational Budget	Operational Budget	Operational Budget
SCOA project segment	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS
B-key	202406270098433	202406270098433	202406270098433
Cost Account	18110222130000	18110222130000	18110222130000
Budget provision	R 8 959 285,00	R 8 828 740,00	R 9 358 464,00
Balance Available	R 8 959 285,00	R 8 828 740,00	R 9 358 464,00
Total estimated expenditure per year (Excl. VAT)1	R 50 000,00	R 50 000,00	R -
Sub Total License fees for full period (Excl. VAT)1	R 100 000,00		
Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028
Source of funding	Operational	Operational	Operational
SCOA project segment	MRC-HR	MRC-HR	MRC-HR
B-key	20240627095631	20240627095631	20240627095631
Cost Account	18100200750000	18100200750000	18100200750000
Budget provision	R 309 832,36	R 325 323,98	R 341 590,18
Balance Available	R 309 832,36	R 325 323,98	R 341 590,18
Total estimated expenditure per year (Excl. VAT)2	R 309 832,36	R 325 323,98	R 341 590,18
Subtotal Support fees for full period (Excl. VAT)2	R 976 746,51		
Subtotal Estimated Expenditure Extension per year (1) + (2) (Excl. VAT)	R 359 832,36	R 375 323,98	R 341 590,18
Total Estimated Expenditure Extension full period (Excl. VAT)	R 1 076 746,51		
Total Estimated Expenditure Extension full period (Incl. VAT)	R 1 238 258,49		
Escalation	CPI to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA. Headline consumer price index (CPI for all urban areas) and USD Exchange rate for Licenses		
Escalation date	01/07/2025; 01/07/2026; 01/07/2027		

7.2 SC1327(vii)/2013: Business Engineering (Pty) Ltd

SC1327(vii)/2013		Business Engineering (Pty) Ltd		Budget 2025/2026		Budget 2026/2027		Budget 2027/2028	
Licenses fees		Year	Operational Budget	Operational Budget	Operational Budget	Operational Budget	Operational Budget	Operational Budget	Operational Budget
Source of funding			R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS
SCOA project segment			202406270098433	202406270098433	202406270098433	202406270098433	202406270098433	202406270098433	202406270098433
B-key			18110222130000	18110222130000	18110222130000	18110222130000	18110222130000	18110222130000	18110222130000
Cost Account			R 8 959 285,00	R 8 959 285,00	R 8 828 740,00	R 8 828 740,00	R 9 358 464,00	R 9 358 464,00	R 9 358 464,00
Budget provision			R 8 959 285,00	R 8 959 285,00	R 8 828 740,00	R 8 828 740,00	R 9 358 464,00	R 9 358 464,00	R 9 358 464,00
Balance Available			R 146 345,34	R 146 345,34	R 368 681,48	R 368 681,48	R 387 115,56	R 387 115,56	R 387 115,56
Total estimated expenditure per year (Excl. VAT)1			R 902 142,38	R 902 142,38					
Sub Total License fees for full period (Excl. VAT)1									
Support Fees (SLA)			Budget 2025/2026	Budget 2026/2027	Budget 2027/2028	Budget 2026/2027	Budget 2027/2028	Budget 2026/2027	Budget 2027/2028
Year			Operational	Operational	Operational	Operational	Operational	Operational	Operational
Source of funding			MRC-ADMINISTRATIVE SUPPORT SERVICES	MRC-ADMINISTRATIVE SUPPORT SERVICES	MRC-ADMINISTRATIVE SUPPORT SERVICES	MRC-ADMINISTRATIVE SUPPORT SERVICES	MRC-ADMINISTRATIVE SUPPORT SERVICES	MRC-ADMINISTRATIVE SUPPORT SERVICES	MRC-ADMINISTRATIVE SUPPORT SERVICES
COA project segment			20240627098439	20240627098439	20240627098439	20240627098439	20240627098439	20240627098439	20240627098439
B-key			18130222130000	18130222130000	18130222130000	18130222130000	18130222130000	18130222130000	18130222130000
Cost Account			R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00
Budget provision			R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00
Balance Available			R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00
Total estimated expenditure per year (Excl. VAT)2			R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00	R 854 247,00
Sub Total Support fees for full period (Excl. VAT)2			R 2 562 741,00	R 2 562 741,00	R 2 562 741,00	R 2 562 741,00	R 2 562 741,00	R 2 562 741,00	R 2 562 741,00
SubTotal Estimated Expenditure Extension (1) + (2) (Excl. VAT)			R 1 000 592,34	R 1 000 592,34	R 1 222 928,48	R 1 222 928,48	R 1 241 362,56	R 1 241 362,56	R 1 241 362,56
Totals									
Total Estimated Expenditure Extension (Excl. VAT)			R 3 464 883,38	R 3 464 883,38					
Total Estimated Expenditure Extension (Incl. VAT)			R 3 984 615,89	R 3 984 615,89					
Escalation			CPI to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA. Headline consumer price index (CPI for all urban areas))						
Escalation date			01/07/2025; 01/07/2026; 01/07/2027						

7.3 SC1701D/2016: Cimso Business Solutions AfCimso Business Solutions Africa (Pty) Ltd

Cimso Business Solutions AfCimso Business Solutions Africa (Pty) Ltd			
SC1701D/2016	Year	Budget 2025/2026	Budget 2026/2027
Licenses fees (including SLA fees)	Source of funding	Operational Budget	Operational Budget
	SCOA project segment	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS
	B-key	202406270098433	202406270098433
	Cost Account	18110222130000	18110222130000
	Budget provision	R 8 959 285,00	R 8 828 740,00
	Balance Available	R 8 959 285,00	R 8 828 740,00
	Total estimated expenditure per year (excl VAT)	R 141 965,64	R 149 063,92
	Total License fees for full period (excl VAT)	R 447 546,68	
Totals	Total Estimated Expenditure Extension (Excl VAT)	R 447 546,68	
	Total Estimated Expenditure Extension (Incl. VAT)	R 514 678,68	
Escalation	Escalation	CPI to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA. Headline consumer price index (CPI for all urban areas))	
	Escalation date	01/07/2025; 01/07/2026; 01/07/2027	

7.4 SC1634C/2015: Esri (Environmental Systems Research Institute) SA (Pty) Ltd

SC1634C/2015	Esri (Environmental Systems Research Institute) SA (Pty) Ltd			
Support Fees (SLA)	Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028
	Source of funding	Operational	Operational	Operational
	SCOA project segment	MRC-GIS	MRC-GIS	MRC-GIS
	B-key	20240627095694	20240627095694	20240627095694
	Cost Account	18110201030000	18110201030000	18110201030000
	Budget provision	R 300 000,00	R 300 000,00	R 300 000,00
	Balance Available	R 300 000,00	R 300 000,00	R 300 000,00
	Total estimated expenditure per year (excl VAT)	R 300 000,00	R 300 000,00	R 300 000,00
	Sub Total Support fees for full period(excl VAT)	R 900 000,00		
Totals	Total Estimated Expenditure Extension (Excl VAT)	R 900 000,00		
	Total Estimated Expenditure Extension (Incl. VAT)	R 1 035 000,00		
Escalation	Escalation	Set price schedule: 8%		
	Escalation date	01/07/2025; 01/07/2026; 01/07/2027		

7.5 SC1793B/2017: Esri (Environmental Systems Research Institute) SA (Pty) Ltd

SC1793B/2017		Esri (Environmental Systems Research Institute) SA (Pty) Ltd		Budget 2025/2026		Budget 2026/2027		Budget 2027/2028	
Year	Source of funding	Operational	Operational	Operational	Operational	Operational	Operational	Operational	Operational
	SCOA project segment	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS
	B-key	202406270098433	202406270098433	202406270098433	202406270098433	202406270098433	202406270098433	202406270098433	202406270098433
	Cost Account	18110222130000	18110222130000	18110222130000	18110222130000	18110222130000	18110222130000	18110222130000	18110222130000
	Budget provision	R 8 959 285,00	R 8 959 285,00	R 8 959 285,00	R 8 828 740,00	R 8 828 740,00	R 9 358 464,00	R 9 358 464,00	R 9 358 464,00
	Balance Available	R 8 959 285,00	R 8 959 285,00	R 8 959 285,00	R 8 828 740,00	R 8 828 740,00	R 9 358 464,00	R 9 358 464,00	R 9 358 464,00
	Total estimated expenditure per year (excl VAT)	R 981 930,00	R 981 930,00	R 981 930,00	R 1 060 490,00	R 1 060 490,00	R 1 145 330,00	R 1 145 330,00	R 1 145 330,00
	Total License fees for full period (excl VAT)	R 3 187 750,00	R 3 187 750,00	R 3 187 750,00					
	Total Estimated Expenditure Extension (Excl VAT)	R 3 187 750,00	R 3 187 750,00	R 3 187 750,00					
	Total Estimated Expenditure Extension (Incl. VAT)	R 3 665 912,50	R 3 665 912,50	R 3 665 912,50					
Escalation	Escalation	Set price schedule - ESRI has a complex pricing model with an international split in the cost. A portion goes to ESRI South Africa, where the inflation rate gets considered and a portion goes to ESRI America, the parent company. The rates mitigates the volatility of the Rand / Dollar exchange rate over the next three years.							
	Escalation date	01/07/2025; 01/07/2026; 01/07/2027							

7.6 SC1327(viii)/2013: Geodebt Solutions CC

SC1327(viii)/2013		Geodebt Solutions CC			
Licenses and Support (SLA) fees	Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028	
Source of funding	Operational Budget	Operational Budget	Operational Budget	Operational Budget	
SCOA project segment	MRC-REVENUE MANAGEMENT	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	
B-key	20240627095709	20240627095709	20240627095709	20240627095709	
Cost Account	18170201160000	18170201160000	18170201160000	18170201160000	
Budget provision	R 1 099 200,00	R 1 099 200,00	R 1 235 061,00	R 1 387 715,00	
Balance Available	R 1 099 200,00	R 1 099 200,00	R 1 235 061,00	R 1 387 715,00	
Total estimated expenditure per year (excl VAT)	R 234 191,84	R 234 191,84	R 245 901,43	R 258 196,50	
Total License and SLA fees for full period (excl VAT)	R 738 289,78	R 738 289,78			
Total Estimated Expenditure Extension (Excl VAT)	R 738 289,78	R 738 289,78			
Total Estimated Expenditure Extension (Incl. VAT)	R 849 033,24	R 849 033,24			
Escalation	CPI to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA. Headline consumer price index (CPI for all urban areas)				
Escalation date	01/07/2025; 01/07/2026; 01/07/2027				

7.7 SC1327(vi)/2013: Ignite Advisory Services

SC1327(vi)/2013		Ignite Advisory Services		
Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028	
Source of funding	Operational Budget	Operational Budget	Operational Budget	
SCOA project segment	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS
B-key	202406270098433	202406270098433	202406270098433	202406270098433
Cost Account	18110222130000	18110222130000	18110222130000	18110222130000
Budget provision	R 8 959 285,00	R 8 828 740,00	R 9 358 464,00	R 9 358 464,00
Balance Available	R 8 959 285,00	R 8 828 740,00	R 9 358 464,00	R 9 358 464,00
Total estimated expenditure per year (excl VAT)1	R 155 292,00	R 163 056,60	R 171 209,43	R 171 209,43
Sub Total License fees for full period (excl VAT)1	R 489 558,03			
Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028	
Source of funding	Operational	Operational	Operational	
SCOA project segment	MRC-HR	MRC-HR	MRC-HR	
B-key	20240627095631	20240627095631	20240627095631	
Cost Account	18100200750000	18100200750000	18100200750000	
Budget provision	R 537 113,00	R 617 968,00	R 702 397,00	
Balance Available	R 537 113,00	R 617 968,00	R 702 397,00	
Total estimated expenditure per year (excl VAT)2	R 537 113,00	R 617 968,00	R 702 397,00	
Sub Total Support fees for full period(excl VAT)2	R 1 857 478,00			
Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028	
Source of funding	Operational	Operational	Operational	
SCOA project segment	MRC-STRATEGIC SUPPORT SERVICES	MRC-STRATEGIC SUPPORT SERVICES	MRC-STRATEGIC SUPPORT SERVICES	
B-key	20240627095626	20240627095626	20240627095626	
Cost Account	18060200720000	18060200720000	18060200720000	

	Budget provision	R 271 985,00	R 283 304,00	R 305 602,00
	Balance Available	R 271 985,00	R 283 304,00	R 305 602,00
	Total estimated expenditure per year (excl VAT)3	R 271 985,00	R 283 304,00	R 305 602,00
	Sub Total Support fees for full period(excl VAT)3	R 860 891,00		
Totals	Sub Total Estimated Expenditure Extension per year (1)+(2)+(3) (Excl VAT)	R 964 390,00	R 1 064 328,60	R 1 179 208,43
	Total Estimated Expenditure Extension full period (Excl VAT)	R 3 207 927,03		
	Total Estimated Expenditure Extension full period (Incl. VAT)	R 3 689 116,08		
Escalation	Escalation	CPI to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA. Headline consumer price index (CPI for all urban areas)		
	Escalation date	01/07/2025; 01/07/2026; 01/07/2027		

**7.8 SC1970/2019: Max Internet Technologies CC t/a Maxitec**

SC1970/2019		Max Internet Technologies cc t/a Maxitec			
Licenses fees	Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028	
	Source of funding	Operational Budget	Operational Budget	Operational Budget	
	SCOA project segment	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	
	B-key	202406270098433	202406270098433	202406270098433	
	Cost Account	18110222130000	18110222130000	18110222130000	
	Budget provision	R 8 959 285,00	R 8 828 740,00	R 9 358 464,00	
	Balance Available	R 8 959 285,00	R 8 828 740,00	R 9 358 464,00	
	Total estimated expenditure per year (excl VAT)1	R 5 572,80	R 5 851,44	R 6 144,01	
	Sub Total License fees for full period (excl VAT)1	R 17 568,25			
	Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028	
Support Fees (SLA)	Source of funding	Operational	Operational	Operational	
	SCOA project segment	TWS-TOURISM-TOURISM BURO'S	TWS-TOURISM-TOURISM BURO'S	TWS-TOURISM-TOURISM BURO'S	
	B-key	20240627098430	20240627098430	20240627098430	
	Cost Account	18870222090000	18870222090000	18870222090000	
	Budget provision	R 269 103,00	R 285 248,00	R 302 363,00	
	Balance Available	R 269 103,00	R 285 248,00	R 302 363,00	
	Total estimated expenditure per year (excl VAT)2	R 269 103,00	R 285 248,00	R 302 363,00	
	Sub Total Support fees for full period(excl VAT)2	R 856 714,00			
	Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028	
	Source of funding	Operational	Operational	Operational	
SCOA project segment	MRC-COMMUNICATION	MRC-COMMUNICATION	MRC-COMMUNICATION		
B-key	20240627095774	20240627095774	20240627095774		
Cost Account	18060201340000	18060201340000	18060201340000		

	Budget provision	R 160 000,00	R 169 120,00	R 178 760,00
	Balance Available	R 160 000,00	R 169 120,00	R 178 760,00
	Total estimated expenditure per year (excl VAT)3	R 160 000,00	R 169 120,00	R 178 760,00
	Sub Total Support fees for full period (excl VAT)3	R 507 880,00		
<b>Totals</b>	Subtotal Estimated Expenditure Extension per year (1) +(2)+(3) (Excl. VAT)	R 434 675,80	R 460 219,44	R 487 267,01
	Total Estimated Expenditure Extension full period (Excl VAT)	R 1 382 162,25		
	Total Estimated Expenditure Extension full period (Incl. VAT)	R 1 589 486,59		
<b>Escalation</b>	Escalation	CPI to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA. Headline consumer price index (CPI for all urban areas)		
	Escalation date	01/07/2025; 01/07/2026; 01/07/2027		

7.9 SC1327(ix)/2013: PayDay Software Systems (Pty) Ltd

SC1327(ix)/2013		PayDay Software Systems (Pty) Ltd		
Licenses fees	Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028
	Source of funding	Operational Budget	Operational Budget	Operational Budget
	SCOA project segment	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS
	B-key	202406270098433	202406270098433	202406270098433
	Cost Account	18110222130000	18110222130000	18110222130000
	Budget provision	R 8 959 285,00	R 8 828 740,00	R 9 358 464,00
	Balance Available	R 8 959 285,00	R 8 828 740,00	R 9 358 464,00
	Total estimated expenditure per year (excl VAT)1	R 237 133,49	R 260 846,79	R 286 931,50
	Sub Total License fees for full period (excl VAT)1	R 784 911,78		
	Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028
Source of funding	Operational	Operational	Operational	
SCOA project segment	MRC-HR	MRC-HR	MRC-HR	
B-key	20240627095631	20240627095631	20240627095631	
Cost Account	18100200750000	18100200750000	18100200750000	
Budget provision	R 98 100,00	R 103 985,00	R 110 225,00	
Balance Available	R 98 100,00	R 103 985,00	R 110 225,00	
Total estimated expenditure per year (excl VAT)2	R 98 100,00	R 103 985,00	R 110 225,00	
Sub Total Support fees for full period (excl VAT)2	R 312 310,00			
Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028	
Source of funding	Operational	Operational	Operational	
SCOA project segment	MRC-EXPENDITURE, FLEET & ASSET MANAGEMENT	MRC-EXPENDITURE, FLEET & ASSET MANAGEMENT	MRC-EXPENDITURE, FLEET & ASSET MANAGEMENT	
B-key	20240627098442	20240627098442	20240627098442	
Cost Account	18180222130000	18180222130000	18180222130000	

**AGENDA : ORDINARY COUNCIL MEETING**

**27 JUNE 2025**

	Budget provision	R 98 100,00	R 103 985,00	R 110 225,00
	Balance Available	R 98 100,00	R 103 985,00	R 110 225,00
	Total estimated expenditure per year (excl VAT)3	R 98 100,00	R 103 985,00	R 110 225,00
	Sub Total Support fees for full period (excl VAT)3	R 312 310,00		
Totals	Sub Total Estimated Expenditure Extension per year (1)+(2)+(3) (Excl VAT)	R 433 333,49	R 468 816,79	R 507 381,50
	Total Estimated Expenditure Extension full period (Excl VAT)	R 1 409 531,78		
	Total Estimated Expenditure Extension full period (Incl. VAT)	R 1 620 961,55		
Escalation	Escalation	CPI to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA. Headline consumer price index (CPI for all urban areas))		
	Escalation date	01/07/2025; 01/07/2026; 01/07/2027		

7.10 SC1327(i)/2013: SOLVEM CONSULTING (Pty) Ltd

Solvem Consulting (Pty) Ltd			
SC1327(i)/2013	Year	Budget 2025/2026	Budget 2026/2027
Licenses fees	Source of funding	Operational Budget	Operational Budget
	SCOA project segment	R+M-ICT-LICENSES AND RIGHTS	R+M-ICT-LICENSES AND RIGHTS
	B-key	202406270098433	202406270098433
	Cost Account	18110222130000	18110222130000
	Budget provision	R 8 959 285,00	R 8 828 740,00
	Balance Available	R 8 959 285,00	R 8 828 740,00
	Total estimated expenditure per year (excl VAT)1	R 1 839 736,65	R 1 931 744,48
	Sub Total License fees for full period (excl VAT)1	R 5 799 832,84	
	Year	Budget 2025/2026	Budget 2026/2027
	Source of funding	Operational	Operational
SCOA project segment	MRC-SUPPLY CHAIN MANAGEMENT	MRC-SUPPLY CHAIN MANAGEMENT	
B-key	20240627095531	20240627095531	
Cost Account	18190200210000	18190200210000	
Budget provision	R 650 000,00	R 650 000,00	
Balance Available	R 650 000,00	R 650 000,00	
Total estimated expenditure per year (excl VAT)2	R 650 000,00	R 650 000,00	
Sub Total Support fees for full period(excl VAT)2	R 1 950 000,00		
Sub Total Estimated Expenditure Extension (1)+(2) (Excl VAT)	R 2 489 736,65	R 2 581 744,48	
Total Estimated Expenditure Extension (Excl VAT)	R 7 749 832,84		
Total Estimated Expenditure Extension (Incl. VAT)	R 8 912 307,76		
Escalation			
		CPI to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA. Headline consumer price Index (CPI for all urban areas))	
Support Fees (SLA)	Year	Budget 2025/2026	Budget 2027/2028
	Source of funding	Operational	Operational
	SCOA project segment	MRC-SUPPLY CHAIN MANAGEMENT	MRC-SUPPLY CHAIN MANAGEMENT
	B-key	20240627095531	20240627095531
	Cost Account	18190200210000	18190200210000
	Budget provision	R 650 000,00	R 650 000,00
	Balance Available	R 650 000,00	R 650 000,00
	Total estimated expenditure per year (excl VAT)2	R 650 000,00	R 650 000,00
	Sub Total Support fees for full period(excl VAT)2	R 1 950 000,00	
	Sub Total Estimated Expenditure Extension (1)+(2) (Excl VAT)	R 2 489 736,65	R 2 581 744,48
Total Estimated Expenditure Extension (Excl VAT)	R 7 749 832,84		
Total Estimated Expenditure Extension (Incl. VAT)	R 8 912 307,76		
Escalation			
		CPI to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA. Headline consumer price Index (CPI for all urban areas))	

	Escalation date	01/07/2025; 01/07/2026; 01/07/2027
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7.11 SC1327(i)/2013: Spinningyourweb (Pty) Ltd

SC2156A/2020		Spinningyourweb (Pty) Ltd			
Licenses and Support (SLA) fees	Year	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028	
Source of funding	Operational Budget	Operational Budget	Operational Budget	Operational Budget	
SCOA project segment	MRC-FIRE + RESCUE	MRC-FIRE + RESCUE	MRC-FIRE + RESCUE	MRC-FIRE + RESCUE	
B-key	20240627095709	20240627095709	20240627095709	20240627095709	
Cost Account	18170201160000	18170201160000	18170201160000	18170201160000	
Budget provision	R 76 320,00	R 80 899,00	R 85 753,00		
Balance Available	R 76 320,00	R 80 899,00	R 85 753,00		
Total estimated expenditure per year (excl VAT)	R 76 320,00	R 80 899,00	R 85 753,00		
Total License and SLA fees for full period (excl VAT)	R 242 972,00				
Totals	R 242 972,00				
Total Estimated Expenditure Extension (Excl VAT)	R 279 417,80				
Total Estimated Expenditure Extension (Incl. VAT)					
Escalation	6%				
Escalation date	01/07/2025; 01/07/2026; 01/07/2027				



	B-key	20240627095650	20240627095650	20240627095650
	Cost Account	18850200790000	18850200790000	18850200790000
	Budget provision	R 149 570,00	R 158 544,00	R 168 057,00
	Balance Available	R 149 570,00	R 158 544,00	R 168 057,00
	Total estimated expenditure per year (excl VAT)3	R 149 570,00	R 158 544,00	R 168 057,00
	Sub Total Support fees for full period(excl VAT)3	R 476 171,00		
Totals	Sub Total Estimated Expenditure Extension per year (1)+(2)+(3) (Excl VAT)	R 2 077 584,35	R 2 182 959,07	R 2 293 692,82
	Total Estimated Expenditure Extension full period (Excl VAT)	R 6 554 236,24		
	Total Estimated Expenditure Extension full period (Incl. VAT)	R 7 537 371,67		
Escalation	Escalation	CPI to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA. Headline consumer price index (CPI for all urban areas)		
	Escalation date	01/07/2025; 01/07/2026; 01/07/2027		

The total estimated amendment value of all above contracts is R 30 361 878,49 (Excl. VAT).

## 8. Staff Implications

A structured project management approach will be followed for systems conversions. Management will make staff available to participate in the conversion projects as may be applicable from time to time.

## 9. Comments from other Departments, Divisions and Administrations

### Expenditure & Asset Management

No objection to the report as it is of an operational nature with no direct impact on the capital asset expenditure of Council.

### Contract Management Office

It is confirmed that the content of this submission is in full compliance with the regulatory requirements of Section 116 (3) (MFMA, 2003) and the Overstrand Supply Chain- and Contract Management Policy Frameworks. Since the contracts are of tariff nature, and the contract values could not be determined from the beginning of the contract, Circular 62 of National Treasury recommends that a public participation process be followed to amend the contracts (section 116(3) of the MFMA).

The period advertised for public comments and recommendations ended on 21 March 2025. Cognisance should be taken that no recommendations or representations were received from the local community on 21 March 2025.

## 10. Annexures

Annexure A: Public Notice of intention to amend the Contract

Annexure B: Addendum to the Contract (intent to amend)

Annexure C: SCM Compliance checklists

Annexure D: ICT Steering Committee Minutes

## RECOMMENDATION TO THE COUNCIL:

1. that cognisance be taken that no recommendations or representations were received from the local community by closing date of 21 March 2025; and
2. that **cognisance be taken** of the reasons for the amendment of the contracts or agreements for ICT related systems and services as listed in the schedule below, in terms of the enabling provisions of Section 116(3) (a) & (b) of the Local Government: Municipal Finance Management Act 2003 (Act 56 of 2003), and that the amendment be consented to:

Ref no	Service Provider name
SC1327(ii)/2013	Altron Digital Business, a Division of Altron TMT (Pty) Ltd
SC1327(vii)/2013	Business Engineering (Pty) Ltd
SC1701D/2016	Cimso Business Solutions Afcimso Business

	Solutions Africa (Pty) Ltd
SC1634C/2015	Esri (Environmental Systems Research Institute) SA (Pty) Ltd
SC1793B/2017	Esri (Environmental Systems Research Institute) SA (Pty) Ltd
SC1327(viii)/2013	Geodebt Solutions CC
SC1327(vi)/2013	Ignite Advisory Services
SC1970/2019	Max Internet Technologies cc t/a Maxitec
SC1327(ix)/2013	PayDay Software Systems (Pty) Ltd
SC1327(i)/2013	Solvem Consulting (Pty) Ltd
SC2156A/2020	Spinningyourweb (Pty) Ltd
SC1327(iv)/2013	Water Management Services CC

**RESPONSIBLE OFFICIALS:**

**D O'NEILL**  
**CHIEF FINANCIAL OFFICER**  
**D ARRISON**  
**N MICHAELS**  
**S MULLER**  
**C JOHNSON**  
**C ROETS**  
**E HOONEBERG**  
**H VAN TONDER**  
**H VORSTER**  
**J VAN ASPEREN**  
**L BUCCHIANERI**  
**L COETZEE**  
**L SMITH**  
**R LOUW**  
**T STEENBERG**

**TARGET DATE FOR IMPLEMENTATION:**

**01 JULY 2025**





1/23

**OFFICE OF THE DIRECTOR: CORPORATE SERVICES**

Enquiries: Johnnet van Asperen

Date: 22 April 2025

**ADDENDUM – INTENT TO AMEND CONTRACT**

The parties agree to the following intention to amend the existing contract, SC1327(ii)/2013 with Altron Digital Business, a Division of Altron TMT (Pty) Ltd (previously Bytes Systems Integration A Division of Altron TMT (Pty) Ltd) for the Software used to manage time and attendance of employees, signed between them on 29 June 2016, and record this being done freely and willingly, without any coercion whatsoever from any one party.

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to 31 March 2027 on the same terms and conditions. The parties agree that pricing of the Licenses fees which are linked to the USD Exchange rate, will be provided on a quotation and purchase order basis as and when required.

The supplier acknowledges that they do have the capacity to fulfil the obligations as set out in the terms and conditions.

The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by Section 116(3) of the Municipal Finance Management.

Thus done and signed at Woodmead this 22 day of May 2025

Signed by: Martin Blignaut  
Signed at: 2025-05-22 10:35:47 +02:00  
Reason: Witnessing Martin Blignaut

for and on behalf of **Altron Digital Business, a Division of Altron TMT (Pty) Ltd**

Full name Martin Blignaut

Capacity Head: Workforce Management



Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

in the presence of the undersigned witnesses.

WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_ for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Corporate Services



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**OFFICE OF THE DIRECTOR: CORPORATE SERVICES**

Enquiries: Hanlie van Tonder; Johnnet van Asperen

Date: 21 March 2025

**ADDENDUM – INTENT TO AMEND CONTRACT**

The parties agree to the following intention to amend the existing contract, SC1327(vii)/2013 with Business Engineering (Pty) Ltd for the Document Archiving and Automated Process and Workflow Business System, signed between them on 29 June 2016, and record this being done freely and willingly, without any coercion whatsoever from any one party.

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to 30 June 2028 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligations as set out in the terms and conditions.



The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by Section 116(3) of the Municipal Finance Management.

Both parties will be bound to give at least 6 months' prior written notice to terminate this Agreement or any Services to be delivered as provided for in any Service Annexure attached hereto, in the instance of an intent to terminate prior to the end date.

Thus done and signed at Bredasdorp this 25 day of March 2025

in the presence of the undersigned witnesses.

**WITNESSES:**

- 1.  \_\_\_\_\_
- 2.  \_\_\_\_\_



4/23

*Botha*

\_\_\_\_\_ for and on behalf of Business Engineering (Pty) Ltd

Full name Leanne Botha

Capacity District Manager

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

in the presence of the undersigned witnesses.

WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_ for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Corporate Services



5 / 23

**OFFICE OF THE DIRECTOR: CORPORATE SERVICES**

Enquiries:     Johnet van Asperen

Date:            21 March 2025

**ADDENDUM – INTENT TO AMEND CONTRACT**

The parties agree to the following intention to amend the existing contract, SC1701D/2016 with CIMSO Business Solutions Africa (Pty) Ltd for the Software and Website for Caravan Park/Camping Reservations, signed between them on 29 November 2016, and record this being done freely and willingly, without any coercion whatsoever from any one party.

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to 30 June 2028 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligations as set out in the terms and conditions.

The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by Section 116(3) of the Municipal Finance Management.

Both parties will be bound to give at least 6 months' prior written notice to terminate this Agreement or any Services to be delivered as provided for in any Service Annexure attached hereto, in the instance of an intent to terminate prior to the end date.

Thus done and signed at Cape Town this 1st day of April 2025

in the presence of the undersigned witnesses.

**WITNESSES:**

- 1. Thomas Davidson
- 2. HR van Niekerk

\_\_\_\_\_  
for and on behalf of CIMSO Business Solutions Africa (Pty) Ltd

Full name     Johannes Marais

Capacity      Director, CMO



6/23

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

in the presence of the undersigned witnesses.

WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_ for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Corporate Services



7/23

**OFFICE OF THE DIRECTOR: CORPORATE SERVICES**

Enquiries: Lee-Ann Rauch

Date: 25 March 2025

**ADDENDUM – INTENT TO AMEND CONTRACT**

The parties agree to the following intention to amend the existing contract, SC1634C/2015 and SC1793B/2017 with ESRI South Africa for the Provision of Geographic Information Systems (GIS) Services in the Overstrand Municipality area, signed between them on 09 June 2017, and record this being done freely and willingly, without any coercion whatsoever from any one party.

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to 30 June 2028 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligations as set out in the terms and conditions.



The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by Section 116(3) of the Municipal Finance Management.

Both parties will be bound to give at least 6 months' prior written notice to terminate this Agreement or any Services to be delivered as provided for in any Service Annexure attached hereto, in the instance of an intent to terminate prior to the end date.

Thus done and signed at M. SHABO this 27 day of MARCH 2025

in the presence of the undersigned witnesses.

**WITNESSES:**

- 1.  SIFOSANA
- 2. 

*Handwritten initials*



8/23

*[Handwritten Signature]*

for and on behalf of ESRI South Africa

Full name HEMDAN NKOSI

Capacity DIRECTOR

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

in the presence of the undersigned witnesses.

WITNESSES:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Corporate Services

*[Handwritten Signature]*



9/23

OFFICE OF THE DIRECTOR: FINANCIAL SERVICES

Enquiries: Elmarie Hooneberg

Date: 25 March 2025

ADDENDUM – INTENT TO AMEND CONTRACT

The parties agree to the following intention to amend the existing contract, SC1327(x)(viii)/2013 with Geodebt Solutions CC for the Software to manage the Debt Collection from residents whose payments of Municipal rates and taxes are in arrears, signed between them on 29 June 2016, and record this being done freely and willingly, without any coercion whatsoever from any one party.

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to 30 June 2028 on the same terms and conditions.



The supplier acknowledges that they do have the capacity to fulfil the obligations as set out in the terms and conditions.

The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by Section 116(3) of the Municipal Finance Management.

Both parties will be bound to give at least 6 months' prior written notice to terminate this Agreement or any Services to be delivered as provided for in any Service Annexure attached hereto, in the instance of an intent to terminate prior to the end date.

Thus done and signed at Langebaan this 25 day of March 2025 in the presence of the undersigned witnesses.

WITNESSES:

- 1.  \_\_\_\_\_
- 2.  \_\_\_\_\_



10/23

CR Rowan  
 for and on behalf of Geodebt Solutions CC

Full name Christina Magdalena Rowan  
 Capacity Member

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

in the presence of the undersigned witnesses.

WITNESSES:

1. \_\_\_\_\_
2. \_\_\_\_\_

\_\_\_\_\_ for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Financial Services



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**OFFICE OF THE MUNICIPAL MANAGER  
OFFICE OF THE DIRECTOR: CORPORATE SERVICES**

Enquiries:       Johnet van Asperen; Sylvia Block

Date:             21 March 2025

**ADDENDUM – INTENT TO AMEND CONTRACT**

The parties agree to the following intention to amend the existing contract, SC1327(vi)2013 with Ignite Advisory Services for the Software used to manage the Integrated Development Plan, the Service Development and Budget Implementation Plan and Individual Performance Management signed between them on 29 June 2016, and record this being done freely and willingly, without any coercion whatsoever from any one party.

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to 30 June 2028 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligations as set out in the terms and conditions.


The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by Section 116(3) of the Municipal Finance Management.

Both parties will be bound to give at least 6 months' prior written notice to terminate this Agreement or any Services to be delivered as provided for in any Service Annexure attached hereto, in the instance of an intent to terminate prior to the end date.

Thus done and signed at BELLVILLE this 9<sup>th</sup> day of APRIL 2025

in the presence of the undersigned witnesses.

WITNESSES:

  
\_\_\_\_\_



12/23

2.

*[Handwritten signature]*  
\_\_\_\_\_

*[Handwritten signature]*  
\_\_\_\_\_

for and on behalf of Ignite Advisory Services

Full name ARTHUR BUTLER

Capacity CEO

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

in the presence of the undersigned witnesses.

WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_ for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Municipal Manager

\_\_\_\_\_ for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Corporate Services



**OFFICE OF THE MUNICIPAL MANAGER  
OFFICE OF THE DIRECTOR: CORPORATE SERVICES**

Enquiries: Rochelle Louw; Johnnet van Aspren

Date: 25 March 2025

**ADDENDUM – INTENT TO AMEND CONTRACT**

The parties agree to the following intention to amend the existing contract, SC1970/2019 with Max Internet Technologies CC t/a Maxitec for the Human Resources and Management and Payroll System signed between them on 31 January 2022, and record this being done freely and willingly, without any coercion whatsoever from any one party.

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to 30 June 2028 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligations as set out in the terms and conditions.


The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by Section 116(3) of the Municipal Finance Management.


Both parties will be bound to give at least 6 months' prior written notice to terminate this Agreement or any Services to be delivered as provided for in any Service Annexure attached hereto, in the instance of an intent to terminate prior to the end date.


Thus done and signed at HEERMANUS this 26<sup>th</sup> day of March 2025

in the presence of the undersigned witnesses.

WITNESSES:

1.   
\_\_\_\_\_

2.   
\_\_\_\_\_

 11



*[Handwritten signature: Steenkamp]*

for and on behalf of Max Internet Technologies CC t/a Maxitec

Full name JOHANNES JURIE STEENKAMP

Capacity MEMBER

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

in the presence of the undersigned witnesses.

WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_ for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Municipal Manager

\_\_\_\_\_ for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Corporate Services



**OFFICE OF THE DIRECTOR: FINANCIAL SERVICES  
OFFICE OF THE DIRECTOR: CORPORATE SERVICES**

**Enquiries:** Johnet van Asperen; Hannes Vorster

**Date:** 21 March 2025

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**ADDENDUM – INTENT TO AMEND CONTRACT**

The parties agree to the following intention to amend the existing contract, SC1327(ix)2013 with Payday Software Systems (Pty) Ltd for the Human Resources and Management and Payroll System signed between them on 29 June 2016, and record this being done freely and willingly, without any coercion whatsoever from any one party.

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to 30 June 2028 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligations as set out in the terms and conditions.

The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by Section 116(3) of the Municipal Finance Management.

Both parties will be bound to give at least 6 months' prior written notice to terminate this Agreement or any Services to be delivered as provided for in any Service Annexure attached hereto, in the instance of an intent to terminate prior to the end date.

Thus done and signed at Pretoria this 25 day of March 2025

in the presence of the undersigned witnesses.

**WITNESSES:**

1. [Signature]
2. Leonard



16 | 23

*[Handwritten signature]*

for and on behalf of Payday Software Systems (Pty) Ltd

Full name Nigel Paul Bird

Capacity CEO

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

in the presence of the undersigned witnesses.

WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Financial Services

for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Corporate Services



17/23

**OFFICE OF THE DIRECTOR: FINANCIAL SERVICES  
OFFICE OF THE DIRECTOR: CORPORATE SERVICES**

Enquiries: Christo Roets/Johnet van Asperen

Date: 25 March 2025

**ADDENDUM – INTENT TO AMEND CONTRACT**

The parties agree to the following intention to amend the existing contract, SC1327(i)/2013 with Solvem Consulting (Pty) (Ltd) for the Core Financial Business system, signed between them on 29 June 2016 and 29 June 2019, and record this being done freely and willingly, without any coercion whatsoever from any one party.

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to 30 June 2028 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligations as set out in the terms and conditions.

The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by Section 116(3) of the Municipal Finance Management.

Both parties will be bound to give at least 6 months' prior written notice to terminate this Agreement or any Services to be delivered as provided for in any Service Annexure attached hereto, in the instance of an intent to terminate prior to the end date.

Thus done and signed at Century City this 1st day of April, 2025

in the presence of the undersigned witnesses.

**WITNESSES:**

- 1.  \_\_\_\_\_
- 2.  \_\_\_\_\_



18/23

for and on behalf of Solvem Consulting (Pty) (Ltd)

Full name Athena Maritz

Capacity Operations Manager

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

in the presence of the undersigned witnesses.

WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Financial Services

for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Management Services



19 | 23

**OFFICE OF THE DIRECTOR: MUNICIPAL PUBLIC SAFETY**

Enquiries: Angelo Aplon

Date: 25 March 2025

**ADDENDUM – INTENT TO AMEND CONTRACT**

The parties agree to the following intention to amend the existing contract, SC2156A/2020 with Spinningyourweb (Pty) Ltd for the Integrated Cloud Aided Dispatch Solution signed between them on 29 April 2021, and record this being done freely and willingly, without any coercion whatsoever from any one party.

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to 30 June 2028 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligations as set out in the terms and conditions.

The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by Section 116(3) of the Municipal Finance Management.

Both parties will be bound to give at least 6 months' prior written notice to terminate this Agreement or any Services to be delivered as provided for in any Service Annexure attached hereto, in the instance of an intent to terminate prior to the end date.

Thus done and signed at Kenilworth, Cape Town this 25<sup>th</sup> day of March 2025

in the presence of the undersigned witnesses.

**WITNESSES:**

- 1.  \_\_\_\_\_
- 2.  \_\_\_\_\_



20/23

for and on behalf of Spinningyourweb (Pty) Ltd

Full name Noel Harrison

Capacity Managing Director

Thus done and signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

in the presence of the undersigned witnesses.

WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

for and on behalf of Overstrand Municipality

Full name \_\_\_\_\_

Capacity Director: Municipal Public Safety



21/23

**OFFICE OF THE DIRECTOR: INFRASTRUCTURE SERVICE  
OFFICE OF THE DIRECTOR: PLANNING AND DEVELOPMENT  
OFFICE OF THE DIRECTOR: CORPORATE SERVICES**

Enquiries: Dedré Pedro; Johnnet van Asperen

Date: 25 March 2025

---

**ADDENDUM – INTENT TO AMEND CONTRACT**

The parties agree to the following intention to amend the existing contract, SC1327(iv)/2013 with Water Management Services for the Business System through which the maintenance of all property and Infrastructure Assets is done, signed between them on 29 June 2016, and record this being done freely and willingly, without any coercion whatsoever from any one party.

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to 30 June 2028 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligations as set out in the terms and conditions.

The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by Section 116(3) of the Municipal Finance Management.

Both parties will be bound to give at least 6 months' prior written notice to terminate this Agreement or any Services to be delivered as provided for in any Service Annexure attached hereto, in the instance of an intent to terminate prior to the end date.

Thus done and signed at EDENVALE this 3 day of April 2025

in the presence of the undersigned witnesses.



22 | 23

WITNESSES:

- 1. 
- 2. 



for and on behalf of Water Management CC

Full name ANSEL TIMOTHY LEOWIE

Capacity CEO

Thus done and signed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 2025

in the presence of the undersigned witnesses.

WITNESSES:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

for and on behalf of Overstrand Municipality



Full name \_\_\_\_\_



Capacity Director: Infrastructure Services





Overstrand Municipality Evaluation in terms of the Preferential Procurement Regulations SC1327(i)/2013	
Compliance Check of Contract No.	
CORE FINANCIAL SYSTEM	
Tender name:	SOLVEM CONSULTING (PTY) LTD
Name of Supplier	2026/03/19 (COMPLIANT)
Valid Tax Clearance Certificate (provide expiry date)	D73291B24Q
TCS Pin	4230229702
VAT Registration (provide number)	9312042162
Income Tax Number	Declared
Declaration of Interest	Declared
Declaration of Past SCM Practices	Declared
Certificate for Payment of Municipal Services	Declared
Municipal Account	5251
Suppliers database registration	Declared
Company Registration Document	Not Listed
National Treasury Register for Tender Defaulters	Not Listed
National Treasury Database for Restricted Suppliers/CSD	
E-Mail address	<a href="mailto:athenaM@solvem.co.za">athenaM@solvem.co.za</a>
NOTES	

**Certification:**  
It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.

Compiled by: Principal Clerk: Contract Administration	Nicolene Liebenberg		2025/05/30
	Name	Signature	Date
Verified by: Manager: Contract Administration & Logistics	Christo Roets		2025/05/30
	Name	Signature	Date

Overstrand Municipality Evaluation in terms of the Preferential Procurement Regulations SC1327(vii)/2013	
Compliance Check of Deviation No.	SOFTWARE USED TO MANAGE TIME AND ATTENDANCE OF EMPLOYEES
Tender name:	ALTRON DIGITAL BUSINESS, A DIVISION OF ALTRON TMT (PTY) LTD
Name of Supplier	2026/01/23 (COMPLIANT)
Valid Tax Clearance Certificate (provide expiry date)	92EA1GG85Q
TCS Pin	4320267851
VAT Registration (provide number)	9999477715
Income Tax Number	Declared
Declaration of Interest	Declared
Declaration of Past SCM Practices	Declared
Certificate for Payment of Municipal Services	Declared
Municipal Account	990000310045
WCA Registration Number	2025/05/31
WCA Letter of Good Standing/proof of payment	3225
Suppliers database registration	Declared
Company Registration Document	Not Listed
National Treasury Register for Tender Defaulters	Not Listed
National Treasury Database for Restricted Suppliers/CSD	Not Listed
E-Mail address	<a href="mailto:Laura.Collier@altron.com">Laura.Collier@altron.com</a>
NOTES	
<p><b>Certification:</b></p> <p>It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.</p>	
Compiled by: Principal Clerk: Contract Administration	<p>Nicolene Liebenberg</p> <p>Signature </p> <p>Date 2025/05/30</p>
Verified by: Manager: Contract Administration & Logistics	<p>Christo Roets</p> <p>Signature </p> <p>Date 2025/05/30</p>

Overstrand Municipality Evaluation in terms of the Preferential Procurement Regulations SC1327(iv)/2013	
Compliance Check of Contract No.	
Tender name: <b>MANAGE THE MAINTENANCE OF ALL PROPERTY AND INFRASTRUCTURE ASSETS IN THE MUNICIPALITY</b>	
Name of Supplier	<b>WATER MANAGEMENT SERVICES CC</b>
Valid Tax Clearance Certificate (provide expiry date)	<b>2026/05/21 (COMPLIANT)</b>
TCS Pin	<b>F2722F292Y</b>
VAT Registration (provide number)	<b>4080320767</b>
Income Tax Number	<b>9649193845</b>
Declaration of Interest	Declared
Declaration of Past SCM Practices	Declared
Certificate for Payment of Municipal Services	Declared
Municipal Account	Declared
Suppliers database registration	36
Company Registration Document	Declared
National Treasury Register for Tender Defaulters	Not Listed
National Treasury Database for Restricted Suppliers/CSD	Not Listed
E-Mail address	<a href="mailto:ancel@wms.co.za">ancel@wms.co.za</a>
NOTES	
<p><b>Certification:</b></p> <p>It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.</p>	
Compiled by: Principal Clerk: Contract Administration	<p><b>Nicolene Liebenberg</b></p> <p>Name</p> <p></p> <p>Signature</p> <p><b>2025/05/30</b></p> <p>Date</p>
Verified by: Manager: Contract Administration & Logistics	<p><b>Christo Roets</b></p> <p>Name</p> <p></p> <p>Signature</p> <p><b>2025/05/30</b></p> <p>Date</p>

Overstrand Municipality	
Evaluation in terms of the Preferential Procurement Regulations	
SC1327(ix)/2013	
Compliance Check of Contract No.	
Tender name:	
HUMAN RESOURCES MANAGEMENT PAYROLL	
PAYDAY SOFTWARE SYSTEMS (PTY) LTD	
2026/05/12(COMPLIANT)	
28142E392T	
4850106677	
9464281840	
Declared	
Declared	
Declared	
Declared	
990000176840	
2026/04/30	
746	
Declared	
Not Listed	
Not Listed	
<a href="mailto:payday@payday.co.za">payday@payday.co.za</a>	
NOTES	

**Certification:**

It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.

Compiled by: Principal Clerk: Contract Administration

Nicolene Liebenberg

2025/05/29

Name

Signature

Date

Verified by: Manager: Contract Administration & Logistics

Christo Roets

Signature

2025/05/29

Name

Signature

Date

Overstrand Municipality	
Evaluation in terms of the Preferential Procurement Regulations	
SC1327(vi)/2013	
SOFTWARE USED TO MANAGE THE INTEGRATED DEVELOPMENT PLAN, THE SERVICE DELIVERY AND BUDGET	
IGNITE ADVISORY SERVICES	
Name of Supplier	
Valid Tax Clearance Certificate (provide expiry date)	MBD2
TCS Pin	12/07/2025 (COMPLIANT)
VAT Registration (provide number)	E1A8G455FD
Income Tax Number	4360233656
Declaration of Interest	9007774178
Declaration of Past SCM Practices	Declared
Certificate for Payment of Municipal Services	Declared
Municipal Account	Declared
Suppliers database registration	793
Company Registration Document	Declared
National Treasury Register for Tender Defaulters	Not Listed
National Treasury Database for Restricted Suppliers/CSD	Not Listed
E-Mail address	<a href="mailto:keanu@igniteconsult.co.za">keanu@igniteconsult.co.za</a>
NOTES	

**Certification:**

It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.

Compiled by: Principal Clerk: Contract Administration

Nicolene Liebenberg

Name



Signature

2025/05/30

Date

Verified by: Manager: Contract Administration & Logistics

Christo Roets



Name



Signature

2025/05/30

Date

Overstrand Municipality	
Evaluation in terms of the Preferential Procurement Regulations	
SC1327(vii)/2013	
DOCUMENT ARCHIVING AND AUTOMATED PROCESS AND WORKFLOW BUSINESS SYSTEM	
BUSINESS ENGINEERING (PTY) LTD	
Compliance Check of Deviation No.	MBD2
Tender name:	18/02/2026 (COMPLIANT)
Name of Supplier	FE8432EGD9
Valid Tax Clearance Certificate (provide expiry date)	4380190795
TCS Pin	9807018644
VAT Registration (provide number)	Declared
Income Tax Number	Declared
Declaration of Interest	Declared
Declaration of Past SCM Practices	Declared
Certificate for Payment of Municipal Services	Declared
Municipal Account	990001136892
WCA Registration Number	2026/04/30
WCA Letter of Good Standing/proof of payment	147
Suppliers database registration	Declared
Company Registration Document	Not Listed
National Treasury Register for Tender Defaulters	Not Listed
National Treasury Database for Restricted Suppliers/CSD	Not Listed
E-Mail address	<a href="mailto:leanneb@be.co.za">leanneb@be.co.za</a>
NOTES	
<p><b>Certification:</b></p> <p>It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.</p>	
Compiled by: Principal Clerk: Contract Administration	<p>Nicolene Liebenberg</p> <p>Name</p> <p>Signature </p> <p>Date</p> <p>2025/05/29</p>
Verified by: Manager: Contract Administration & Logistics	<p>Christo Roets</p> <p>Name</p> <p>Signature </p> <p>Date</p> <p>2025/05/30</p>

Overstrand Municipality	
Evaluation in terms of the Preferential Procurement Regulations SC1327(viii)/2013	
SOFTWARE TO MANAGE THE DEBT COLLECTION FROM RESIDENTS WHOSE PAYMENTS OF MUNICIPAL RATES AND TAXES ARE IN ARREARS.	
Compliance Check of Contract No.	GEODEBT SOLUTIONS CC
Tender name:	2026/03/02 (COMPLIANT)
Name of Supplier	MBD2
Valid Tax Clearance Certificate (provide expiry date)	D5D624G21A
TCS Pin	4870218759
VAT Registration (provide number)	9396418155
Income Tax Number	Declared
Declaration of Interest	Declared
Declaration of Past SCM Practices	Declared
Certificate for Payment of Municipal Services	Declared
Municipal Account	990000091485
WCA Registration Number	RECEIVED PROOF OF PAYMENT
WCA Letter of Good Standing/proof of payment	1470
Suppliers database registration	Declared
Company Registration Document	Not Listed
National Treasury Register for Tender Defaulters	Not Listed
National Treasury Database for Restricted Suppliers/CSD	Not Listed
E-Mail address	<a href="mailto:trowan@geodebt.co.za">trowan@geodebt.co.za</a>
NOTES	

**Certification:**

It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.

Compiled by: Principal Clerk: Contract Administration

Nicolene Liebenberg

Name

Signature

2025/05/29

Date

Verified by: Manager: Contract Administration & Logistics

Christo Roets

Name

Signature

2025/05/30

Date

Overstrand Municipality  
 Evaluation in terms of the Preferential Procurement Regulations  
 SC1634C/2015

Compliance Check of Contract No.	
Tender name:	
Name of Supplier	ESRI (ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE SA (PTY) LTD
Valid Tax Clearance Certificate (provide expiry date)	08/04/2026 (COMPLIANT)
TCS Pin	915E52192D
VAT Registration (provide number)	4940101092
Income Tax Number	9235155844
Declaration of Interest	Declared
Declaration of Past SCM Practices	Declared
Certificate for Payment of Municipal Services	Declared
Municipal Account	Declared
WCA Registration Number	990000113330
WCA Letter of Good Standing/proof of payment	2026/04/30
Suppliers database registration	827
Company Registration Document	Declared
National Treasury Register for Tender Defaulters	Not Listed
National Treasury Database for Restricted Suppliers/CSD	Not Listed
E-Mail address	<a href="mailto:skhotsa@esri-southafrica.com">skhotsa@esri-southafrica.com</a>
NOTES	

**Certification:**

It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.

Compiled by: Principal Clerk: Contract Administration

Nicolene Liebenberg

Name



Signature

2025/05/30

Date

Verified by: Manager: Contract Administration & Logistics

Christo Roets

Name



Signature

2025/05/30

Date

9/12

Overstrand Municipality		Annexure C	
Evaluation in terms of the Preferential Procurement Regulations		SC1701D/2016	
Compliance Check of Contract No.		SOFTWARE AND WEBSITE FOR CARAVAN PARK/CAMPING RESERVATIONS	
Tender name:		CIMSO BUSINESS SOLUTIONS AFRICA (PTY) LTD	
Name of Supplier		MBD2	02/01/2025 (COMPLIANT)
Valid Tax Clearance Certificate (provide expiry date)			C3465C718N
TCS Pin			4280139959
VAT Registration (provide number)			9100535021
Income Tax Number			Declared
Declaration of Interest	MBD4		Declared
Declaration of Past SCM Practices	MBD8		Declared
Certificate for Payment of Municipal Services	MBD15		Declared
Municipal Account			990000297060
WCA Registration Number			2025/05/31
WCA Letter of Good Standing/proof of payment			1904
Suppliers database registration			Declared
Company Registration Document			Not Listed
National Treasury Register for Tender Defaulters			Not Listed
National Treasury Database for Restricted Suppliers/CSD			
E-Mail address			<a href="mailto:joahn@mimso.com">joahn@mimso.com</a>
NOTES			
<p><b>Certification:</b></p> <p>It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.</p>			
Compiled by: Principal Clerk: Contract Administration		Nicolene Liebenberg	2025/05/30
		Name	Date
Verified by: Manager: Contract Administration & Logistics		Christo Roets	2025/05/30
		Name	Date

10/12



Annexure C

Overstrand Municipality  
Evaluation in terms of the Preferential Procurement Regulations  
SC1793B/2017

Compliance Check of Contract No. Tender name:	THE ACQUISITION OF A CAPPED ELA LICENSING FEE FOR THE GIS SYSTEM ESRI (ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE SA (PTY) LTD 08/04/2026 (COMPLIANT)	
Name of Supplier	MBD2	915E52192D
Valid Tax Clearance Certificate (provide expiry date)		4940101092
TCS Pin		9235155844
VAT Registration (provide number)		Declared
Income Tax Number	MBD4	Declared
Declaration of Interest	MBD8	Declared
Declaration of Past SCM Practices	MBD15	Declared
Certificate for Payment of Municipal Services		Declared
Municipal Account		990000113330
WCA Registration Number		2026/04/30
WCA Letter of Good Standing/proof of payment		827
Suppliers database registration		Declared
Company Registration Document		Not Listed
National Treasury Register for Tender Defaulters		Not Listed
National Treasury Database for Restricted Suppliers/CSD		Not Listed
E-Mail address		<a href="mailto:skhotsa@esri-southafrica.com">skhotsa@esri-southafrica.com</a>
NOTES		

**Certification:**

It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.


Compiled by: Principal Clerk: Contract Administration	Nicolene Liebenberg		2025/05/30
Verified by: Manager: Contract Administration & Logistics	Christo Roets		2025/05/30
	Name	Signature	Date
	Name	Signature	Date

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<p>Overstrand Municipality                  Evaluation in terms of the Preferential Procurement Regulations                  SC:1970/2019                  PROVISION OF SERVICES TO HOST, MAINTAIN, POSSIBLY REDESIGN AND UP-GRADE THE WEBSITE OF THE                  OVERSTRAND MUNICIPALITY                  MAX INTERNET TECHNOLOGIES CC T/A MAXITEC</p>		<p>Annexure C</p>
<p>Compliance Check of Deviation No.</p>	<p>10</p>	
<p>Tender name:</p>		
<p>Name of Supplier</p>	<p>MBD2</p>	
<p>Valid Tax Clearance Certificate (provide expiry date)</p>		
<p>TCS Pin</p>		
<p>VAT Registration (provide number)</p>		
<p>Income Tax Number</p>		
<p>Declaration of Interest</p>	<p>MBD4</p>	<p>Declared</p>
<p>Declaration of Past SCM Practices</p>	<p>MBD8</p>	<p>Declared</p>
<p>Certificate for Payment of Municipal Services</p>	<p>MBD15</p>	<p>Declared</p>
<p>Municipal Account</p>		
<p>Suppliers database registration</p>		
<p>Company Registration Document</p>		
<p>National Treasury Register for Tender Defaulters</p>		
<p>National Treasury Database for Restricted Suppliers/CSD</p>		
<p>E-Mail address</p>	<p><a href="mailto:jurie@maxitec.co.za">jurie@maxitec.co.za</a></p>	
<p>NOTES</p>		
<p><b>Certification:</b>                  It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.</p>		
<p>Compiled by: Principal Clerk: Contract Administration</p>	<p>Nicolene Liebenberg</p>	<p>2025/05/30</p>
	<p>Name</p>	<p>Date</p>
<p>Verified by: Manager: Contract Administration &amp; Logistics</p>	<p>Christo Roets</p>	<p>2025/05/30</p>
	<p>Name</p>	<p>Date</p>




12 | 12

Overstrand Municipality Evaluation in terms of the Preferential Procurement Regulations SC2156A/2020		Annexure C
INTERGRATED CLOUD AIDED DISPATCH SOLUTION		
Compliance Check of Contract No.		
Tender name:	SPINNINGYOURWEB (PTY) LTD	
Name of Supplier	2025/08/22(COMPLIANT)	
Valid Tax Clearance Certificate (provide expiry date)	F3571548CK	
TCS Pin	4140275175	
VAT Registration (provide number)	9004943222	
Income Tax Number	Declared	
Declaration of Interest	Declared	
Declaration of Past SCM Practices	Declared	
Certificate for Payment of Municipal Services	Declared	
Municipal Account	990001201453	
WCA Registration Number	PROOF OF PAYMENT RECEIVED	
WCA Letter of Good Standing/proof of payment	746	
Suppliers database registration	Declared	
Company Registration Document	Not Listed	
National Treasury Register for Tender Defaulters	Not Listed	
National Treasury Database for Restricted Suppliers/CSD	Not Listed	
E-Mail address	<a href="mailto:fazlin.ganief@spinningyourweb.net">fazlin.ganief@spinningyourweb.net</a>	
NOTES		
<p style="text-align: center;"><b>Certification:</b></p> It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.		
Compiled by: Principal Clerk: Contract Administration	Nicolene Liebenberg Name	2025/05/29 Date
Verified by: Manager: Contract Administration & Logistics	 Christo Roets Name	2025/05/29 Date



# OVERSTRAND

MUNISIPALITEIT/UMASIPALA/MUNICIPALITY

MEETING OF THE ICT STEERING COMMITTEE

MINUTES

11 NOVEMBER 2024

Virtual

**OVERSTRAND****MUNICIPALITY/MUNISIPALITEIT/U-MASIPALA****MINUTES OF A VIRTUAL MEETING OF THE ICT STEERING COMMITTEE HELD  
ON MONDAY, 11 NOVEMBER 2024 AT 14:00**

---

**PRESENT:**

Councillor/s: Mr. F. Africa  
Mr. L. Ntsabo

Officials: Dr. D. O'Neill  
Mrs. D Arrison  
Mr. D. Louw  
Mr. S Swartz  
Mr. S. Muller  
Mr. N. Micheals  
Mr. C Le Roux  
Mr. C Johnson  
Ms. J van Asperen  
Ms. Z. Mazuthu  
Mr. R. Kuchar

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MINUTES/....

**Attendance Register - Virtual ICT Steering  
Committee Meeting on 11 November 2024 @ 14h00**

Full Name	User Action	Timestamp
C Engelbrecht	Joined	24/11/11, 13:55:05
Riaan Kuchar	Joined	24/11/11, 13:55:19
Craig Johnson	Joined	24/11/11, 13:57:00
read.ai meeting notes (Unverified)	Joined	24/11/11, 13:57:02
Johnet van Asperen	Joined	24/11/11, 13:58:12
Dr Dean O'Neill	Joined	24/11/11, 13:58:15
Neville Michaels	Joined	24/11/11, 13:58:22
Zintle Mazuthu	Joined	24/11/11, 13:58:41
Clint Le Roux	Joined	24/11/11, 13:59:28
Desiree Arrison	Joined	24/11/11, 13:59:40
Davy Louw	Joined	24/11/11, 13:59:41
Stephen Muller	Joined	24/11/11, 14:00:50
Seon Swartz	Joined	24/11/11, 14:04:30
Frederick Africa	Joined	24/11/11, 14:12:00
Lindile Ntsabo	Joined	24/11/11, 14:16:46

## 1. OPENING AND WELCOME

The Municipal Manager, Dr D O'Neill, welcomes all the representatives at the ICT Steering Committee Meeting.

## 2. APOLOGIES

None

## 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 Minutes of the meeting held on 12 August 2024.

**Resolved that:** the minutes of meeting held on 12 August 2024 has been confirmed.



08 - 2024 - 12  
August Minutes - si

## 4. MATTERS ARISING

4.1 None.

5. ICT BUDGET

5.1 Capital Budget: 2023/2024

5.1.1. ICT Capital Budget - Summary

Summary:

For the 2024/2025 financial year, the amended ICT Capital budget as at 2024/11/06:

2024/2025 CAPITAL BUDGET - ICT							06-Nov-24		
Fin Year	Business Key	Project	Funding Source	COUNCIL FUNDED	EXTERNAL (GRANTS)	TOTAL	Amended Budget	Available per BKey	Available %
2024	20 240 627 095 130	DELL EMC STORAAGE ARRAY REPLACEMENT - EOL	Surplus	R2 200 000.00		R2 200 000.00	R2 200 000.00	R316 236.42	14.37%
2024	20 240 627 095 432	MINOR ASSETS ICT ORGANIZATION WIDE	Surplus	R650 000.00		R650 000.00	R650 000.00	R215 510.26	33.16%
<b>R2 850 000.00</b>							<b>R2 850 000.00</b>	<b>R531 746.68</b>	<b>18.66%</b>

Resolved that: ICT Capital Budget Summary, **be noted**.

5.1.2. ICT Capital Budget – Project Status

Summary:

5.1.2.1 DELL EMC STORAGE ARRAY REPLACEMENT - EOL

- The Storage device has been ordered and a project needs to be implemented to replace the current storage device.
- Ask that a new cost code be created for UPS's as ICT did not get any funding for these in this year and UPS's are a standing item for replacement.

5.1.2.2 MINOR ASSETS ICT ORGANIZATION WIDE

- Some of the required desktops that were on the list for last financial year, and a couple of laptops were purchased. The decrease in funds is going to cause us problems in the latter part of this year and the new calendar year as we get more staff on board and need to provide them with equipment.

Resolved that: ICT Capital Budget - Summary, **be noted**, and ICT Capital Budget – Project Status, **be noted**.

5.2 Operational Budget: 2024/2025

5.2.1. Budget Summary (Budget as of 2024/08/08)

Summary:

For the 2024/2025 financial year, the amended ICT Operational budget as at 2024/11/06:

2024/2025 OPERATIONAL BUDGET - ICT			06 November 2024			
Business Key	Item Description	Original Budget	Amended Budget	Available per BKey	Available %	
20240627095624	Contracted Services:Consultants and Professional Services:Business and Advisory:Business and Financial Management	R 57 455.00	R 57 455.00	R 57 455.00	100.00%	
20240627095655	Contracted Services:Consultants and Professional Services:Business and Advisory:Project Management	R 152 830.00	R 152 830.00	R 21 730.00	14.22%	
20240627095726	Contracted Services:Contractors:Building	R 41 635.00	R 41 635.00	R 41 635.00	100.00%	
20240627095834	Contracted Services:Contractors:Maintenance of Buildings and Facilities (Aircons - Server Rooms)	R 20 100.00	R 20 100.00	R 20 100.00	100.00%	
20240627095907	Contracted Services:Contractors:Maintenance of Equipment (Preventative)	R 657 200.00	R 657 200.00	R 401 245.25	61.05%	
20240627095932	Contracted Services:Contractors:Maintenance of Equipment (Corrective)	R 657 200.00	R 657 200.00	R 584 380.45	88.92%	
20240627096015	Contracted Services:Contractors:Maintenance of Unspecified Assets	R 23 235.00	R 23 235.00	R 23 235.00	100.00%	
20240627098075	Inventory Consumed:Materials and Supplies (Copy Cost)	R 1 208 209.00	R 1 208 209.00	R 97 887.11	8.10%	
20240627098164	Inventory Consumed:Materials and Supplies	R 848 000.00	R 848 000.00	R 588 184.36	69.36%	
20240627098207	Operating Leases:Computer Equipment	R 105 555.00	R 105 555.00	R 105 555.00	100.00%	
20240627098210	Operating Leases:Machinery and Equipment	R 107 132.00	R 107 132.00	R 80 856.48	75.47%	
20240627098317	Operational Cost:Assets less than the Capitalisation Threshold	R 350 000.00	R 350 000.00	R 346 305.00	98.94%	
20240627098363	Operational Cost:Courier and Delivery Services	R 11 809.00	R 11 809.00	R 11 809.00	100.00%	
20240627098384	Operational Cost:Communication:Cellular Expenditure	R 140 282.00	R 140 282.00	R 135 878.19	96.86%	
20240627098392	Operational Cost:Communication:Licences (Radio and Television)	R 197 600.00	R 197 600.00	R 197 600.00	100.00%	
20240627098408	Operational Cost:Communication:Telephone, Fax, Telegraph and Telex	R 4 341 500.00	R 4 341 500.00	R 3 184 130.50	73.34%	
20240627098428	Operational Cost:External Computer Service:GPS Licence Fees (transferred to Software Licences)	R 912 845.00	R -	R -	0.00%	
20240627098429	Operational Cost:External Computer Service:Internet Charge	R 26 837.00	R 26 837.00	R 21 172.27	78.89%	
20240627098431	Operational Cost:External Computer Service:Network Extensions	R 48 793.00	R 48 793.00	R 48 793.00	100.00%	
20240627098433	Operational Cost:External Computer Service:Software Licences	R 7 856 667.00	R 8 769 512.00	R 4 403 751.97	50.22%	
20240627098438	Operational Cost:External Computer Service:Specialised Computer Service	R 1 478 759.00	R 1 478 759.00	R 807 321.45	54.59%	
20240627098444	Operational Cost:External Computer Service:Wireless Network	R 2 996 032.00	R 2 996 032.00	R 1 432 957.75	47.83%	
20240627098472	Operational Cost:Municipal Services	R 85 390.00	R 85 390.00	R 49 233.70	57.66%	
20240627098650	Operational Cost:Skills Development Fund Levy	R 60 423.00	R 60 423.00	R 44 489.18	73.63%	
20240627098879	Operational Cost:Uniform and Protective Clothing	R 29 932.00	R 29 932.00	R 14 695.96	49.10%	
		<b>R22 415 420.00</b>	<b>R 22 415 420.00</b>	<b>R 12 726 401.62</b>	<b>56.78%</b>	

- Operational budget spending:
  - Spending on Operational Budget is on track -
    - **Software Licences:** The systems yearly license order has been processed with the Microsoft - 3 year M365 subscription.
    - **Telephone, Fax, Telegraph and Telex:** The telephony bill, which includes the Hosted PABX, Mobile, APN and Fibre connectivity across the Overstrand is billed one month retrospectively. We are waiting for the next couple of invoices to determine the impact it may have on our budget.
    - **Specialised Computer Service:** engaging with a service provider to offer some systems data ingesting and information systems reporting and defining the scope. Engagement in progress.

Resolved that: Operational Expenditure budget status, be noted.

## 6. NETWORK AND SYSTEMS

### 6.1 PROGRESS REPORT

#### 1. Network and Systems:

##### Summary:

##### 1.1 Microsoft EA (Enterprise Agreement):

- A Microsoft Enterprise Agreement (EA) payment of the final third year renewal will be paid directly to Microsoft (via the SITA process).
- Do not expect any major changes, other than some license upgrades from E3 to E5, which will have a marginal impact on the cost.

##### 1.2 HBT System:

- We have completed the migration project of moving the backend system from a HBT system to a HBT+ system.
- Do have technical backend problems which we are handling with the project manager and the backend technical team.
- VOIP connect: Move current 6MB VoIP connect dedicated fibre link HBT link to new HBT+ platform.
- Ringtone: when dialling out with restricts \*088 (or an unlocked phone) their ringtone is EU dial tone, need it to be aid ringtone so internal users are not confused. Request to change this EU ringtone to SA ringtone.
  - phone sounds like EU ringtone but very similar to SA engaged tone
  - This implies external user thinks call / line is engaged or the other party put down ended the call because they are not familiar with the EU tones.
- Internal calls: We are conducting test to resolve what we believe the root case might be.
  - When calling another party called props immediately without any indication that the call was made, and
  - while in a call and the user initiates a call transfer to another extension then there is a short delay until both parties can hear each other.
- External calls to any interconnected provider, that these Vodacom, Cell C, MTN, but not Telecom landline or mobile – call logged with external OEM, they tried a resolve, but it did not work. Product manager will call OEM to clarify and request updates.

##### 1.3 Radio Network:

- With assistance of the technical team from ICT and Fire Department, some of the network connections were moved to the ICT Telkom Mobile APN IP network.
- After putting some load on the systems (i.e. putting more users on the system), to check how it holds up, it is not fairing too well, mainly due to very sensitive devices. We are investigating new services such as Push To Talk (PTT).
- Still in progress with the follow from the primary user [Fire Department] -
  - Reconfiguration of all base stations and radios to enable encryption.

*The Municipal Manager requested that the sharing of Overstrand's private radio network links or bandwidth to persons outside Overstrand, must be a secured environment.*

**1.4 RF Radio Network:**

- Section 116(3) contract extension approved, runs until 30 June 2026 – 36-month period.
- Is the supporting network for both the ICT data infrastructure as well as the Protection services CCTV camera network – currently our core way of interconnecting towns and system.
- Started to move some sites off the network, which also have Telkom (Openserve) fibre availability and using special SDWAN (REDS) equipment of the Sophos Firewall to extend the network.
- Have also ordered and now installed satellite connections to test as a backup connection, however it seems as if the latency is too large to be a workable solution when we connect the SDWAN (connection back to our firewall). We are investigating possible alternate uses for this type of connection.

**Resolved that:** the progress of all networks, **be noted.**

**2. ICT Contracts****2.1 ICT Contracts:****Summary:**

- **SITA Business Agreement:** Updated and renewed.
- **SC2074/2020:** On DMP (A28) for this financial year. We are in talks with BCX to provide an SLA for the Microsoft support. If this is financially viable, we might not need this tender.
- **SC2043/2020:** On DMP (A29) for this financial year. Specs meeting concluded, will update specs and advertise soon.
- **SC1675C/2016:** Radio frequency network upgrade, maintenance, and support. Section 116(3) approved, runs until 30 June 2026.
- **SCD3271/2020:** Lease of 4 x Antennae slots from RFG Electronics, Hawston High Site – active till 30 June 2027.

**Resolved that:** the status on all ICT contracts, **be noted.**

**3. ICT (AG) Audit 2023/2024:****Summary:**

The ICT Audit for this financial year by the Auditor General (AG) has concluded.

Thus far we have a clean ICT audit and received no findings for any ICT system.

**Resolved that:** the status of the ICT - Governance Framework and ICT (AG) Audit 2023/2024 ICT related actions to be taken, **be noted.**

**4. Policies and Procedures:****4.1 ICT Security Policy**

**Summary:** ICT Security Policy: no additions or changes to the governance framework or security policies. As the new Security technician has been appointed from 1 July 2024, we will review the security policies and procedures.

## 4.2 Risk

### Summary:

- **Microsoft Active Directory:** There are processes put in place to mitigating any shortcomings.
- **Shared generic administrator account** was found on **Local Active Directory (AD)** and Azure Active Directory (AAD): This is a risk we must accept based on our current deployment of systems and legacy configurations.
- **Computer Virus and Ransomware Attack:** Managing this risk with the assistance of the Sophos product suite (Firewall, PC Anti-Virus, Server Anti-Virus, Secured Access Points, Secured SDWAN REDS, Secure VPN, Online monitoring via FastVue). Sophos Email Filter enabled and active. Sophos Managed Detect and Response active.
- **Information Disclosure:** Do have the security policy and inform users of the dangers; however, we do not have a system that can detect or mitigate data classification and safeguarding. Microsoft are conducting a Security + Advanced infrastructure assessment which should provide some indication as to which security components can be improved and implemented.
- **Insufficient Infrastructure Capacity:** Building towards maintaining our capacity and the level of technology to maintain our available, speed and resilience systems. We keep them up to date, ensure maintenance contracts are current, and try to implement the best technology within our budget, and implement regular maintenance on systems to ensure they are error free and up to date.
- **Loss of an ICT Service:** This is a danger; however, we are trying to mitigate it by ensuring our back systems are current and have enough capacity to weather the outages. We also are backing up our virtual server (and by extension they service that are hosted on them) in the cloud and we have now implemented the Microsoft M365 suite of products to the same backup stable (Exchange-Email, OneDrive-Files, SharePoint-Files, Teams). Project took a couple of weeks to push all the data and is now pushing all updates.
- **External ICT Suppliers fail to deliver required agreed services:** Trying to mitigate this by ensuring we engage monthly with our key providers and ensure faults and issues receive priority.

## 6.2 ICT RISK FRAMEWORK AND REGISTER

### 1. ICT Service Risk Register – Overview – November 2024:

**Resolved that:** the status of the ICT Security Policy and ICT Risks summary, **be noted.**

## 7. BUSINESS SYSTEMS AND PROCESSES REPORT

### 1. ICT Vendor Performance 2024/2025:

**Summary:** all vendors performance is satisfactory.

**Resolved that:** the status, **be noted.**

## 2. ICT Business Contracts

### 2.1 Status Report:

**Summary:** The process to review all business systems contracts expiring 30 June 2025 has been started. Current Status – await SCM sign-off and approval to engage with service providers regarding the intent to amend.

PROJECT NAME / TENDER DESCRIPTION	CONTRACT NUMBER	DETAIL
• INTERGRATED CLOUD AIDED DISPATCH SOLUTION	SC2156A/2020	SPINNINGYOURWEB (PTY) LTD
• ONLINE SUBSCRIPTION FOR ACCESS TO LEGAL INFORMATION FOR A 2 YEAR CONTRACT PERIOD	SC2306/2022	LEXISNEXIS SOUTH AFRICA (PTY) LTD
• AMENDMENT OF SC1634B/2015: PROVISION OF GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES IN THE OVERSTRAND MUNICIPALITY AREA ENDING 30 JUNE 2025	SC1634C/2015	ESRI (ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE SA (PTY) LTD)
• PROPOSED AMENDMENT OF SC1793A/2017: THE ACQUISITION OF A CAPPED ELA LICENSING FEE FOR THE GIS SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2025	SC1793B/2017	ESRI (ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE SA (PTY) LTD)
• DOCUMENT ARCHIVING AND AUTOMATED PROCESS AND WORKFLOW BUSINESS SYSTEM	SC1327(vii)/2013	BUSINESS ENGINEERING (PTY) LTD
• SOFTWARE USED TO MANAGE TIME AND ATTENDANCE OF EMPLOYEES	SC1327(ii)/2013	BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD
• SOFTWARE USED TO MANAGE THE INTEGRATED DEVELOPMENT PLAN, THE SERVICE DEVELOPMENT AND BUDGET IMPLEMENTATION PLAN AND INDIVIDUAL PERFORMANCE MANAGEMENT (LICENCE FEE).	SC1327(vi)/2013	IGNITE ADVISORY SERVICES
• AMENDMENT OF SC1701A/2016: SOFTWARE AND WEBSITE FOR CARAVAN PARK/CAMPING RESERVATIONS FOR A CONTRACT PERIOD ENDING 30 JUNE 2025	SC1701D/2016	CIMSO BUSINESS SOLUTIONS AFCIMSO BUSINESS SOLUTIONS AFRICA (PTY) LTD [PSD DISTRIBUTIONRICA (PTY) LTD [PSD DISTRIBUTION]
• PROVISION OF SERVICES TO HOST, MAINTAIN, POSSIBLY RE-DESIGN AND UPRGRADE THE WEBSITE OF THE OVERSTRAND MUNICIPALITY FOR A CONTRACT PERIOD ENDING 30 JUNE 2022	SC1970/2019	MAXITEC

- |  |                      |                                   |
|--|----------------------|-----------------------------------|
| • BUSINESS SYSTEM THROUGH WHICH THE MAINTENANCE OF ALL PROPERTY AND INFRASTRUCTURE ASSETS IN THE MUNICIPALITY IS DONE. | SC1327(iv)/2013      | WATER MANAGEMENT SERVICES CC      |
| • CORE FINANCIAL BUSINESS SYSTEM (LICENCE FEES).   | SC1327(i)/2013       | SOLVEM CONSULTING (PTY) LTD       |
| • SOFTWARE TO MANAGE THE DEBT COLLECTION FROM RESIDENTS WHOSE PAYMENTS OF MUNICIPAL RATES AND TAXES ARE IN AREAS.      | SC1327(x)(viii)/2013 | GEODEBT SOLUTIONS CC              |
| • PAYDAY - HUMAN RESOURCES MANAGEMENT AND PAYROLL BUSINESS SYSTEM  | SC1327(ix)/2013      | PAYDAY SOFTWARE SYSTEMS (PTY) LTD |

**Resolved that:** the status, **be noted** and that the proposed Section 116(3) process **be approved**.

### 3. Projects & Initiatives

#### 3.1 Status Report – High-level Projects & Initiatives:

##### Summary:

- **Collab Citizen App:** Continuous improvement to processes. Client access account statements directly.  
Integration between EMIS and Collab to automated creating and completing of job cards - specifications completed and system analysis in progress.  
New option – to rate our service – to be implemented as soon as possible. In case of a negative service rating received, the service request will be re-opened and escalated to senior manager (to be approved).
- **Collab:**
  - Update of Encroachment process – development completed and testing to commence on 8 Aug 2024. Testing has been completed and we are finalising the reports.
  - Leasing agreements for Housing – completed.
  - Overstrand Organogram – Kick-off meeting held on 8 Aug 2024.  
Integrated to all processes for filling of Vacancies and Automated report – System analysis in progress.
- **Business Continuity:**  
Assist Zintle with planning and roll out – completed.
- **Kronos:**
  - Presentation - alternative options for clocking (done at previous Steering Committee) – await instruction from TMT to continue.
- **Management Information (MIS)**
  - Water Networks use case – intelligent use of information – working with ICT to determine platform to host data.
- **Human Resources Portal:**
  - Personal Development Plan – Set-up of data for 2024/2025 roll out to commence (full database of all existing employees and status of performance on competency framework) – completed & data due 8 Nov 2024.
  - Design HR processes web portal functionality which will as a minimum including online forms to be submitted for all relevant processes -

- Work in progress -
  - Disciplinary process
  - Incapacity process
  - Probation process.
- **Overstrand website:**
  - Log-in Functionality – specifications due Jan 2025.
  - JAP Portal – Temporary/Seasonal/Contract work - specifications completed – awaiting quote from service provider.

**3.2 Status Report – Business Architecture Projects & Initiatives:**

**Summary:**

#	Project	Status	Due date
1.	<b>Operational Systems</b>	Assess status of operational involvement and plans to automate (ex. automated reports)	31 Aug 2024
		Ops - Change in Sewer option (Annual process)	Jun 2025
		Automate	
		EMIS - Report for Building Control	Automate reports – Dec 2024
		Unity - ICT Users	Allocate users Microsoft licenses – funding required (to be approved)
2.	<b>Support Systems</b>	EMIS - Service Charter review	Due 30 Nov
		EMIS - Tanker Billing	Business process analysis –Dec 2024
		Risk Management System (Zintle)	Investigate options for risk management systems
		Plotters for Kleinmond offices	Proposal to request funding for procurement of plotter due 15 Nov 2024 (to be approved)
3.	<b>Geographic Information Systems</b>	Collab - Data check: Overstrand personnel	Due 30 Nov 2024 (align users with new structure)
		Collab - Insurance process One pager	30 Nov 2024
		GIS - SQL license	Funding to be approved
		GIS: update infrastructure data (Hanre) - Align and update GIS information for water networks	Request for information and service provider –Nov 2024
		GIS - Citizen app investigation: Roads	Work in progress
	GIS - SGR codes	Analysis in progress	
	GIS - Unity Fireweb	Integration analysis due 30 Nov 2024	

		GIS - ArcGIS (11.3) Upgrade	Await SQL license approval
		GIS- Stellenbosch project	3 month project - initiated
		GIS - Incorrect street no's clean up	Due date – first quarter 2025
4.	Financial Systems	SAMRAS - Rates Clearance Automated	Finance project - development due Nov 2024
5.	Operational, Support, Financial and Geographic Information Systems	New/Change Contact Centre reports	Due 30 Nov 2024
		GIS/SAMRAS(EMIS)_ Client address info clean up	Due date – early 2025

**3.3 Status Report – Customer Contact Centre Projects & Initiatives:**

**Summary:**

#	Project	Status	Due date
1.	Strategy	Design Customer Contact strategy for all services across all contact platforms. Work in progress – session held with all senior management teams during October where some elements were discussed	
2.	Business operations – managing client relationships	Log Tanker request for Kleinmond – The Customer Relations Management Department did a trail run during the month of September (and subsequently continued) whereby all Tanker Services requested via the Citizen App for the Kleinmond, Betty’s Bay and Pringle Bay area, were facilitated by the Client Contact Centre.  The turnaround time of communication to clients on a service request from when the work was done until the client was informed is now same-day where in the past (due to capacity of the operational departments) it could be up to two weeks or longer.  It is a huge improvement in our Customer Services and the value will also be seen in the amount of phone calls coming down once we have sufficient data available to report on from our new telephone system (implemented end of August 2024).	
3.	Phone lines	All telephone numbers for service across Overstrand (Gansbaai / Kleinmond / Hermanus / Stanford) has been collapsed into one answering que (client still phones numbers as known for areas).	

**Resolved that:** the status, **be noted** and where indicated **be approved**.

## 8. NEXT MEETING

**Resolved that:** the next meeting dates for 2025 will be –

- Monday, 10 March 2025
- Monday, 09 June 2025
- Monday, 11 August 2025
- Monday, 10 November 2025

to be noted.

**Comments:**

*The chair, Dr D O’Neill, thanked all for their time and attendance and mentioned that the information shared, is very helpful.*

**Meeting adjourned:** at 15h10.

*Dr D O’Neill*

.....  
Dr D O’Neill – *Municipal Manager*

15 January 2025

.....  
Date

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END REPORT

**8. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER (IF ANY)**

**9. CONSIDERATION OF NOTICES OF MOTIONS / QUESTIONS**

At the time of the closing of the agenda, no notices of motions/questions were received.

**10. CONSIDERATION OF MOTIONS OF EXIGENCY (IF ANY)**