



**ORDINARY MEETING OF THE MAYORAL  
COMMITTEE**

**GEWONE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI  
KASODOLOPHU**

**A G E N D A**

**I-AJENDA**

**DATE / DATUM / UMHLA : 27 JUNE / JUNIE / JUNI 2022**  
**AUDITORIUM, CIVIC CENTRE**  
**HERMANUS**

**TIME / TYD / IXESHA : 10:00**

**MUNICIPALITY / MUNISIPALITEIT / UMASIPALA WE-OVERSTRAND**

Office of the Municipal  
Manager  
Municipal Offices  
HERMANUS

**21 June 2022**

**NOTICE TO ALL ALDERMEN AND COUNCILLORS**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of the **MAYORAL COMMITTEE** will be held in the **AUDITORIUM, CIVIC CENTRE, HERMANUS** on **MONDAY, 27 JUNE 2022** at **10:00** to consider the items set out in the attached agenda.

**D O'NEILL**  
**MUNICIPAL MANAGER**

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**21 Junie 2022**

**KENNISGEWING AAN ALLE RAADSHERE EN RAADSLEDE**

**KENNIS WORD HIERMEE GEGEE** dat 'n **GEWONE VERGADERING** van die **BURGEMEESTERSKOMITEE** gehou sal word in die **ODITORIUM, BURGERSENTRUM, HERMANUS** op **MAANDAG, 27 JUNE 2022** om **10:00** vir oorweging van die items op die meegaande agenda.

**D O'NEILL**  
**MUNISIPALE BESTUURDER**

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**21 Juni 2022**

**ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA**

**INTLANGANISO YESIQHELO YEKOMITI KASODOLOPHU WE-OVERSTRAND**

**OKU KUKWAZISA** ukuba intlanganiso **YESIQHELO yeKOMITI KASODOLOPHU**, iza kuba se **I-ODITHORIYAM, kwiZiko, eHERMANUS** Umvulo **UMHLA, 27 JUNI 2022** ngeye-**10:00** ukuqwalasela imicimbi ekule ajenda iqhotyoshelwe apha.

**D O'NEILL**  
**UMPHATHI KAMASIPALA**

**AGENDA/...**

# OVERSTRAND MUNICIPALITY

## MAYORAL COMMITTEE MEETING

27 June 2022

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- 1. OPENING**
  
- 2. APPLICATIONS FOR LEAVE OF ABSENCE**
  
- 3. CONFIRMATION OF MINUTES**
  - 3.1 Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Monday, 30 May 2022 at 10:00**
  
- 4. STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE EXECUTIVE MAYOR / DEPUTY EXECUTIVE MAYOR**

5.

**PROPOSED EXTENSION: "SOLVEM CONSULTING (PTY) LTD; BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD; WATER MANAGEMENT SERVICES CC; BUSINESS ENGINEERING (PTY) LTD; IGNITE ADVISORY SERVICES; PAYDAY SOFTWARE SYSTEMS (PTY) LTD; GEODEBT SOLUTIONS CC; ONTEC SYSTEMS (PTY) LTD; MAX INTERNET TECHNOLOGIES CC T/A MAXITEC**

8/4

D Arrison

Director : Management Services

C Roets

Manager : Contracts &amp; Logistics

13 June 2022

(028) 313 8959

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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 2022, 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 Council to take an informed decision when considering the request for the amendment of the contracts.

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

Directorate: Finance

Department: Data Control

Department: Revenue

Department: Expenditure and Assets

Department: Contract Management

Department: Supply Chain Management

Directorate: Community Services

Department: Operational Services

Directorate: Infrastructure and Planning

Department: Building Services

Directorate: Management Services

Department: Information Communication Technology

Department: Strategic Services

Department: Human Resources

Department: Council Support Services

Department: Communication

Directorate: Protection Services

Department: Fire Brigade



**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 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 22 April 2022.

Section 116 (3) of the MFMA should however be read together with MFMA Circular No. 73 issues 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 Emis (Engineering Management Information System) & Plantman systems being provided by Water Management Services CC have been used for a number of years for the management of the operational services departments amongst others. We can confirm that the services provided by Water Management Services CC, support our business requirements successfully. No provision has been made on the 2022/2023 capital budget for the migration to another system.

Buildman has been customized over the last 20 years to suit the Overstrand building plan submissions. Is linked in with EMIS that is far larger than ourselves. Buildman is approximately 8% of the Total amount spent on EMIS and represents good value as we have monthly meetings that tailor small adjustments to the program during the year. Buildman has recently integrated an on-line building plan submission system which is currently being integrated with Samras. At this stage there is no replacement program on the market that has all the requirements that we have implemented on the Buildman program during the years to satisfy the reporting of our KPI's back to Council and Stats SA and relevant in-house departments. The continuity of the data in the program is vital.

The portfolio of ICT contracts terminating on 30 June 2022 for which a Section 116(3) process is followed are:

Ref no	Service Provider name	Description of Service	Responsible Officials For Service Level Agreement	Responsible For Software Licenses
SC1327(i)/2013	Solvem Consulting Pty) Ltd	The core financial system of the municipality	S Reyneke-Naude Bernard King C le Roux C Roets E Hooneberg H Vorster	D Arrison J van Asperen
SC1327(ii)/2013	Bytes Systems Integration A Division of Altron TMT (Pty) Ltd	Software used to manage time and attendance of employees	D Arrison L Bucchianeri	D Arrison J van Asperen

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SC1327(iv)/2013	Water Management Services CC	Manage the maintenance of all property and infrastructure assets in the municipality	R Williams S Muller N Michaels D Maree K du Plessis L Coetzee L Smith	D Arrison J van Asperen
SC1327(vi)/2013	Ignite Advisory Services	Software used to manage the Integrated Development Plan, the Service Delivery and Budget Implementation plan and individual performance management	D Arrison R Louw L Bucchianeri	D Arrison J van Asperen
SC1327(vii)/2013	Business Engineering (Pty) Ltd	Document Archiving and automated process and workflow system.	D Arrison R Williams S Madikane S Reyneke-Naude S Muller A Kotze A Wyngaard C Roets D Lakey F Myburgh H van Tonder L Bucchianeri X Kosi	D Arrison J van Asperen
SC1327(ix)/2013	Payday Software Systems (Pty) Ltd	Human Resources Management Payroll	D Arrison L Bucchianeri S Reyneke-Naude H Vorster	D Arrison J van Asperen
SC1327(viii)/2013 SC1327(x)/2013	Geodebt Solutions CC	Manage the Debt collection from residents whose payments of municipal rates and taxes are in arrears.	S Reyneke-Naude E Hooneberg	D Arrison J van Asperen
SC1961/2019	Ontec Systems (Pty) Ltd	Provision and administration of an electricity prepayment vending system	S Reyneke-Naude E Hooneberg	
SC1970/2019	Max Internet Technologies CC t/a Maxitec	Provision of services to host, maintain, possibly re-design and upgrade the	D Arrison N Zweni	D Arrison J van Asperen

		website of the Overstrand Municipality		
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## **6.2 Discussion**

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

Date of Advertising: 16 March 2022  
 Method of Advertising: Die Burger / Hermanus Times / Cape Times  
 Closing date for comments: 22 April 2022

No comments were received by the closing date of 22 April 2022.

### **6.2.2 Regularity Requirements from National Treasury**

Statements of direction from National Government implies a more strategic approach must be introduced by all local government entities to migrate its existing portfolio of legacy ICT services and systems to a business systems architecture that will enable improved data access and reporting capabilities to all stakeholders.

Addendum to MFMA Circular 80 dated 18 October 2016 issued by National Treasury states: "Treasury issued MFMA Circular No. 80 on 8 March 2016, which in effect removed the "moratorium on ICT procurement", put in place through MFMA Circular No. 57. The intention of MFMA Circular No. 80 is to ensure that municipalities going forward, when reviewing and/or considering compliance of systems of financial management and internal control are empowered to do so in the most appropriate manner. In this regard it is advised that, given the imminent requirement to comply with the Standard Chart of Accounts for Local Government Regulations, 2014 (mSCOA Regulations), 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; and
- 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 replaced.

### **6.2.3 Business Systems Alignment with Strategic Objectives**

The ability to remain constantly aligned with the strategic goals and objectives of the municipality as well as the statements of direction from National Government are inhibited by two major factors:

1) Legacy Business Systems

Various business systems with similar functionalities are deployed in the Overstrand Municipality, resulting in on-going increases in, and payment of annual licensing fees and support fees without receiving any substantive value-added services or functionalities as part of the existing Agreements. Also, on-going data integration between disparate business systems results in increased complexities whilst attempting to maintain data integrity between systems.

2) Multiple Vendor Contracts

The day-to-day management of vendor business systems contracts remains a major challenge for all municipalities. Vendor contracts are usually very one-sided and do not properly mitigate the potential risks, legally or otherwise, to which municipalities might be exposed to during the term of such contracts.

### **6.2.4 Contractual Considerations with Service Providers**

It is proposed that all business system contracts terminating on 30 June 2022, be amended to remain in effect for a period of three financial years from 01 July 2022, for the following reasons:

- 1) To limit the administrative costs of following Supply Chain Management processes to request deviations and funding over the short term, specifically taking into account the strategic intent and requirement to be fully mSCOA compliant.
- 2) For all such agreements with service providers, the proviso is that the Overstrand Municipality may terminate the Agreement at any time and is bound to give at least 6 months prior notice.
- 3) To make a once-off provision for the required funding for a period of three years.

The intent is to follow a holistic approach to ensure that the strategic intent of the Municipality to integrate the similar functionalities into the core financial system can be optimised to its full potential over the next three years.

### **6.2.5 Conclusion**

It remains the strategic intent of the Municipality to assimilate similar functionalities from the other business systems deployed in the municipality into the Samras Financial System or at the least build the integration of the functionalities to the Samras Financial System where it is cost effective and functionally viable and is mSCOA compliant. Due to the complexities inherent to such business system conversions and integration, a phased approach will be followed. Priorities and timelines to do the conversions and integration will be dependent on business needs and available funding over the next three years.

## 7. Financial Implications

### 7.1 Business Engineering (Pty) Ltd (SC1327(vii)/2013)

LICENSE FEES			
YEAR	DRAFT BUDGET 2022/2023	DRAFT BUDGET 2023/2024	DRAFT BUDGET 2024/2025
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	OperCost: Ext Comp Serv-Software Licenc	OperCost: Ext Comp Serv- Software Licenc	OperCost: Ext Comp Serv- Software Licenc
B-Key	20170525078444	20170525078444	20170525078444
Cost Account	10660222120000	10660222120000	10660222120000
Budget Provision	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Balance Available	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Total Estimated Expenditure (excl VAT) <sup>1</sup>	R 173 368.85	R 183 770.98	R 194 797.24
Sub Total License fees (excl VAT)			R 551 936.72
SUPPORT FEES (SLA)			
YEAR	DRAFT BUDGET 2022/2023	DRAFT BUDGET 2023/2024	DRAFT BUDGET 2024/2025
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	External Computer Service: System Adviser	External Computer Service: System Adviser	External Computer Service: System Adviser
B-Key	20180705060713	20180705060713	20180705060713
Cost Account	10670222140000	10670222140000	10670222140000
Budget Provision	R 715 520.00	R 715 520.00	R 715 520.00
Balance Available	R 715 520.00	R 715 520.00	R 715 520.00
Total Estimated Expenditure (excl VAT) <sup>2</sup>	R 667 361.04	R707 402.71	R 715 520.00
Sub Total Support fees (excl VAT)			R 2 090 283.75
Sub Total Estimated Ependiture Extension <sup>(1) + (2)</sup> (Excl VAT)	R 840 729.89	R 891 173.69	R 910 317.24

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Total Estimated Expenditure Extension (Excl VAT)	R 2 642 220.82
Total Estimated Expenditure Extension (incl. VAT)	R 3 038 553.94
Escalation	CPI to a maximum of 10%
Escalation date	Anniversary date of implementation of the contract

**7.2 Bytes Systems Integration a Division of Altron TMT (Pty) Ltd (SC1327(ii)/2013)**

<b>LICENSE FEES</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	OperCost: Ext Comp Serv-Software Licenc	OperCost: Ext Comp Serv-Software Licenc	OperCost: Ext Comp Serv-Software Licenc
B-Key	20170525078444	20170525078444	20170525078444
Cost Account	10660222120000	10660222120000	10660222120000
Budget Provision	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Balance Available	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Total Estimated Expenditure (excl VAT) <sup>1</sup>	R 27 454.76	R 29 102.05	R 30 848.17
Sub Total License fees (excl VAT)			R 87 404.98
<b>SUPPORT FEES (SLA)</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	ConsSer: Human Resources	ConsSer: Human Resources	ConsSer: Human Resources
B-Key	20170525079029	20170525079029	20170525079029
Cost Account	10650200750000	10650200750000	10650200750000
Budget Provision	R 180 350.00	R 198 385.00	R 218 224.00
Balance Available	R 180 350.00	R 198 385.00	R 218 224.00
Total Estimated Expenditure (excl VAT) <sup>2</sup>	R 180 350.00	R 198 385.00	R 218 224.00
Sub Total Support fees (excl VAT)			R 596 959.00

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Sub Total Estimated Ependiture Extension <sup>(1) + (2)</sup> (Excl VAT)	R 207 804.76	R 227 487.05	R 249 072.17
Total Estimated Expenditure Extension (Excl VAT)			R 684 363.98
Total Estimated Expenditure Extension (incl. VAT)			R 787 018.58
Escalation	CPI to a maximum of 10% for Service Fees and USD Exchange rate for Licenses		
Escalation date	Anniversary date of implementation of the contract		

**7.3 Solvem Consulting (Pty) Ltd (SC1327(i)/2013)**

<b>LICENSE FEES</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	OperCost: Ext Comp Serv- Software Licenc	OperCost: Ext Comp Serv- Software Licenc	OperCost: Ext Comp Serv- Software Licenc
B-Key	20170525078444	20170525078444	20170525078444
Cost Account	10660222120000	10660222120000	10660222120000
Budget Provision	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Balance Available	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Total Estimated Expenditure (excl VAT) <sup>1</sup>	R 1 554 512.33	R 1 647 783.07	R 1 746 650.06
Sub Total License fees (excl VAT)			R 4 948 945.46
<b>SUPPORT FEES (SLA)</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	MCR-DATA CONTROL	MCR-DATA CONTROL	MCR-DATA CONTROL
B-Key	20170525078838	20170525078838	20170525078838
Cost Account	10220200210000	10220200210000	10220200210000
Budget Provision	R 750 000.00	R 750 000.00	R 750 000.00



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Balance Available	R 750 000.00	R 750 000.00	R 750 000.00
Total Estimated Expenditure (excl VAT) <sup>2</sup>	R 750 000.00	R 750 000.00	R 750 000.00
Sub Total Support fees (excl VAT)			R 2 250 000.00
Sub Total Estimated Expenditure Extension <sup>(1) + (2)</sup> (Excl VAT)	R 2 304 512.33	R 2 397 783.07	R 2 496 650.06
Total Estimated Expenditure Extension (Excl VAT)			R 7 198 945.46
Total Estimated Expenditure Extension (incl. VAT)			R 8 278 787.28
Escalation	CPI to a maximum of 10%		
Escalation date	Anniversary date of implementation of the contract		

**7.4 Geodebt Solutions CC (SC1327(x)(viii)/2013**

<b>SUPPORT FEES (SLA)</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	ConsServ: Legal Cost - Collection	ConsServ: Legal Cost - Collection	ConsServ: Legal Cost - Collection
B-Key	20170525078625	20170525078625	20170525078625
Cost Account	10200201160000	10200201160000	10200201160000
Budget Provision	R 745 000.00	789 700.00	837 100.00
Balance Available	R 745 000.00	789 700.00	837 100.00
Total Estimated Expenditure (excl VAT)	R 202 472.72	R 214 621.08	R 227 498.35
Total Estimated Expenditure Extension (Excl VAT)			R 644 592.15
Total Estimated Expenditure Extension (incl. VAT)			R 741 280.97
Escalation	CPI to a maximum of 10%		
Escalation date	Anniversary date of implementation of the contract		

**AGENDA OF THE MAYORAL COMMITTEE MEETING:****27 JUNE 2022****7.5 Ignite Advisory Services (SC1327(vi)/2013)**

<b>LICENSE FEES</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	OperCost: Ext Comp Serv-Software Licenc	OperCost: Ext Comp Serv-Software Licenc	OperCost: Ext Comp Serv-Software Licenc
B-Key	20170525078444	20170525078444	20170525078444
Cost Account	10660222120000	10660222120000	10660222120000
Budget Provision	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Balance Available	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Total Estimated Expenditure (excl VAT) <sup>1</sup>	R 81 242.36	R 86 116.91	R 91 283.92
Sub Total License fees (excl VAT)			R 258 643.19
<b>SUPPORT FEES (SLA)</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	Contracted Serv: Consultants	Contracted Serv: Consultants	Contracted Serv: Consultants
B-Key	20170525079014	20170525079014	20170525079014
Cost Account	10130200720000	10130200720000	10130200720000
Budget Provision	R 369 467.00	R 282 939.00	R 297 086.00
Balance Available	R 369 467.00	R 282 939.00	R 297 086.00
Total Estimated Expenditure (excl VAT) <sup>2</sup>	R 225 399.46	R 238 920.25	R 253 255.47
Sub Total Support fees (excl VAT)			R 717 575.18
<b>SUPPORT FEES (SLA)</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	ConsSer: Human Resources	ConsSer: Human Resources	ConsSer: Human Resources

**AGENDA OF THE MAYORAL COMMITTEE MEETING:****27 JUNE 2022**

B-Key	20170525079029	20170525079029	20170525079029
Cost Account	10650200750000	10650200750000	10650200750000
Budget Provision	R 682 910.00	R 750 859.00	R 825 569.00
Balance Available	R 682 910.00	R 750 859.00	R 825 569.00
Total Estimated Expenditure Extension (Excl VAT) <sup>(3)</sup>	R 80 300.00	R 88 330.00	R 97 163.00
Sub Total Estimated Expenditure Extension (Excl VAT)			R265 793.00
Sub Total Estimated Expenditure Extension <sup>(1) + (2) + (3)</sup> (Excl VAT)	R 386 941.82	R 413 367.16	R 441 702.39
Total Estimated Expenditure Extension (Excl VAT)			R 1 242 011.37
Total Estimated Expenditure Extension (incl. VAT)			
Escalation	CPI to a maximum of 10%		
Escalation date	Anniversary date of implementation of the contract		

**7.6 Payday Software Systems (Pty) Ltd (SC1327(ix)/2013)**

<b>LICENSE FEES</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	OperCost: Ext Comp Serv- Software Licenc	OperCost: Ext Comp Serv- Software Licenc	OperCost: Ext Comp Serv- Software Licenc
B-Key	20170525078444	20170525078444	20170525078444
Cost Account	10660222120000	10660222120000	10660222120000
Budget Provision	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Balance Available	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Total Estimated Expenditure (excl VAT) <sup>1</sup>	R 198 825.37	R 210 754.89	R 223 400.18
Sub Total License fees (excl VAT)			R632 980.44
<b>SUPPORT FEES (SLA)</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>

**AGENDA OF THE MAYORAL COMMITTEE MEETING:****27 JUNE 2022**

<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	MRC Expenditure & Assets	MRC Expenditure & Assets	MRC Expenditure & Assets
B-Key	20170525078884	20170525078884	20170525078884
Cost Account	10190222130000	10190222130000	10190222130000
Budget Provision	R 141 149.00	R145 806.00	R 150 617.00
Balance Available	R 141 149.00	R145 806.00	R 150 617.00
SCOA Project Segment	ConsSer: Human Resources	ConsSer: Human Resources	ConsSer: Human Resources
B-Key	20170525079029	20170525079029	20170525079029
Cost Account	10650200750000	10650200750000	10650200750000
Budget Provision	R 682 910.00	R 750 859.00	R 825 569.00
Balance Available	R 682 910.00	R 750 859.00	R 825 569.00
Total Estimated Expenditure (excl VAT) <sup>2</sup>	R 107 493	R 116 572.00	R 126 439.00
Sub Total Support fees (excl VAT)			R 350 504.00
Sub Total Estimated Expenditure Extension <sup>(1) + (2)</sup> (Excl VAT)	R 306 318.37	R 327 326.89	R 349 839.18
Total Estimated Expenditure Extension (Excl VAT)			R 983 484.44
Total Estimated Expenditure Extension (incl. VAT)			R 1 131 007.11
Escalation	CPI to a maximum of 10%		
Escalation date	Anniversary date of implementation of the contract		

**7.7 Water Management Services CC (SC1327(iv)/2013)**

<b>LICENSE FEES</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	OperCost: Ext Comp Serv-Software Licenc	OperCost: Ext Comp Serv-Software Licenc	OperCost: Ext Comp Serv-Software Licenc
B-Key	20170525078444	20170525078444	20170525078444

**AGENDA OF THE MAYORAL COMMITTEE MEETING:****27 JUNE 2022**

Cost Account	10660222120000	10660222120000	10660222120000
Budget Provision	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Balance Available	R 6 027 799.00	R 6 314 723.00	R 6 615 303.00
Total Estimated Expenditure (excl VAT) <sup>1</sup>	R 248 731.77	R 263 655.67	R 279 475.01
Sub Total License fees (excl VAT)			R 791 862.45
<b>SUPPORT FEES (SLA) – 12 DAYS FOR BUILDING CONTROL (1 PER MONTH)</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	ConsServ.Project Management	ConsServ.Project Management	ConsServ.Project Management
B-Key	20170525078447	20170525078447	20170525078447
Cost Account	12250200790000	12250200790000	12250200790000
Budget Provision	R 103 600.00	R 106 708.00	R 109 909.00
Balance Available	R 103 600.00	R 106 708.00	R 109 909.00
Total Estimated Expenditure (excl VAT) <sup>2</sup>	R 103 600.00	R 106 708.00	R 108 467.85
Sub Total Support fees (excl VAT)			R 318 775.85
<b>SUPPORT FEES (SLA) – 12 DAYS FOR FIRE DEPARTMENT (1 PER MONTH)</b>			
<b>YEAR</b>	<b>DRAFT BUDGET 2022/2023</b>	<b>DRAFT BUDGET 2023/2024</b>	<b>DRAFT BUDGET 2024/2025</b>
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	ConsServ.Project Management	ConsServ.Project Management	ConsServ.Project Management
B-Key	20180705059780	20180705059780	20180705059780
Cost Account	10740200790000	10740200790000	10740200790000
Budget Provision	R 250 000.00		
Balance Available	R 250 000.00		
Total Estimated Expenditure Extension (Excl VAT) <sup>(3)</sup>	R 102 328.16		
Sub Total Estimated Expenditure Extension (Excl VAT)			R 102 328.16
<b>SUPPORT FEES (SLA) – 120 DAYS FOR COMMUNITY SERVICES (10 PER MONTH)</b>			

**AGENDA OF THE MAYORAL COMMITTEE MEETING:****27 JUNE 2022**

YEAR	DRAFT BUDGET 2022/2023	DRAFT BUDGET 2023/2024	DRAFT BUDGET 2024/2025
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	ConsServ.Project Management	ConsServ.Project Management	ConsServ.Project Management
B-Key	20170525078367	20170525078367	20170525078367
Cost Account	10510200790000	10510200790000	10510200790000
Budget Provision	R 2 466 972.00	R 2 614 991.00	R 2 771 890.00
Balance Available	R 2 466 972.00	R 2 614 991.00	R 2 771 890.00
Total Estimated Expenditure (Excl. VAT) <sup>(4)</sup>	R 1 301 614.25	R 1 379 711.10	R 1 462 493.77
Sub Total Estimated Expenditure Extension (Excl VAT)			R 4 143 819.12
SubTotal Estimated Expenditure Extension <sup>1)+(2)+(3)+(4)</sup> (Excl VAT)	R 1 756 274.18	R 1 750 074.77	R1 850 436.63
Total Estimated Expenditure Extension <sup>1)+(2)+(3)+(4)</sup> (Excl VAT)			R 4 902 125.65
Total Estimated Expenditure Extension <sup>1)+(2)+(3)+(4)</sup> (Incl VAT)			R 5 637 444.49
Escalation	CPI to a maximum of 10%		
Escalation date	Anniversary date of implementation of the contract		

**7.8 Ontec Systems (Pty) Ltd (SC1961/2019)**

<b>SUPPORT FEES (SLA)</b>			
YEAR	DRAFT BUDGET 2022/2023	DRAFT BUDGET 2023/2024	DRAFT BUDGET 2024/2025
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	Prepaid Electricity: Revenue	Prepaid Electricity: Revenue	Prepaid Electricity: Revenue
B-Key	20210629094287	20210629094287	20210629094287
Cost Account	10200221740000	10200221740000	10200221740000
Budget Provision	R 5 429 800.00	R 5 755 600.00	R 6 101 000.00
Balance Available	R 5 429 800.00	R 5 755 600.00	R 6 101 000.00
Total Estimated Expenditure (excl VAT)	R 5 316 695.00	R 5 635 696.70	R 5 973 838 50
Total Estimated Expenditure Extension (Excl VAT)			R 16 926 230.20
Total Estimated Expenditure Extension (incl. VAT)			R 19 465 164.73

**AGENDA OF THE MAYORAL COMMITTEE MEETING:****27 JUNE 2022**

Escalation	Fixed rate – no escalation In terms of <b>Section 51 of the Municipal Supply Chain Management Regulations</b> , the Municipality has determined to cap the total revenue to the service provider per annum as total compensation for all obligations in terms of this contract at: Year 1 R6 800 000.00 Year 2 R7 200 000.00 Year 3 R7 600 000.00
Escalation date	n/a

**7.9 Max Internet Technologies CC t/a Maxitec (SC1970/2019)**

SUPPORT FEES (SLA)			
YEAR	DRAFT BUDGET 2022/2023	DRAFT BUDGET 2023/2024	DRAFT BUDGET 2024/2025
<b>SOURCE OF FUNDING</b>	<b>Operational Budget</b>	<b>Operational Budget</b>	<b>Operational Budget</b>
SCOA Project Segment	Operational Cost: Corporate & Municipal activities	Operational Cost: Corporate & Municipal activities	Operational Cost: Corporate & Municipal activities
B-Key	10009022147000	10009022147000	10009022147000
Cost Account	2018075060637	2018075060637	2018075060637
Budget Provision	R 270 550.00	R 270 550.00	R 270 550.00
Balance Available	R 270 550.00	R 270 550.00	R 270 550.00
Total Estimated Expenditure (excl VAT)	R 270 550.00	R 270 550.00	R 270 550.00
Total Estimated Expenditure Extension (Excl VAT)	R 811 650.00		
Total Estimated Expenditure Extension (incl. VAT)	R 933 397.50		
Escalation	6%		
Escalation date	An escalation of 6 % will be applicable from 01 July 2022 , 01 July 2023 and 01 July 2024		

**The total estimated amendment value of all above contracts is R 35 351 260.09 (Excl. VAT).**

**8. Staff Implications**

A structured project management approach will be followed during the systems conversions. Line management must 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 22 April 2022. Cognisance should be taken that no recommendations or representations were received from the local community on 22 April 2022.

**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
- Annexure E: Bid Adjudication Meeting 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 22 April 2022; 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:



**AGENDA OF THE MAYORAL COMMITTEE MEETING:****27 JUNE 2022**

<b>Ref no</b>	<b>Service Provider Name</b>
SC1327(vii)/2013	Business Engineering (Pty) Ltd
SC1327(ii)/2013	Bytes Systems Integration A Division of Altron TMT (Pty) Ltd
SC1327(i)/2013	Solvem Consulting (Pty) Ltd
SC1327(x)(viii)/2013	Geodebt Solutions CC
SC1327(vi)/2013	Ignite Advisory Services
SC1327(ix)/2013	Payday Software Systems (Pty) Ltd
SC1327(iv)/2013	Water Management Services CC
SC1961/2019	Ontec Systems (Pty) Ltd
SC1970/2019	Max Internet Technologies cc t/a Maxitec

**RESPONSIBLE OFFICIALS :**

**D ARRISON**  
**R WILLIAMS**  
**N MICHAELS**  
**S REYNEKE-NAUDE**  
**S MULLER**  
**C ROETS**  
**E HOONEBERG**  
**H VAN TONDER**  
**H VORSTER**  
**J VAN ASPEREN**  
**L BUCCHIANERI**  
**R LOUW**  
**L COETZEE**  
**L SMITH**  
**T STEENBERG**  
**N ZWENI**

**TARGET DATE FOR IMPLEMENTATION :****01 JULY 2022**



MUNICIPAL NOTICE / ISAZISO / KENNIS

**NOTICE IN TERMS OF SECTION 116(3) OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT ACT, 2003, (ACT 56 OF 2003) FOR THE PROPOSED AMENDMENT OF CONTRACTS FOR BUSINESS SYSTEMS.**

It is the intention of the Overstrand Municipality to amend the existing Agreements with various service providers as indicated below, for a period effective from 01 July 2022 to 30 June 2025.

Contract Number	Existing Agreements	Service Description
SC1327(VII)/2013	BUSINESS ENGINEERING (PTY) LTD	DOCUMENT ARCHIVING AND AUTOMATED PROCESS AND WORKFLOW SYSTEM.
SC1327(IV)/2013	BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD	SOFTWARE USED TO MANAGE TIME AND ATTENDANCE OF EMPLOYEES
SC1327(I)/2013	SOLVEM CONSULTING (PTY) LTD	THE CORE FINANCIAL SYSTEM OF THE MUNICIPALITY
SC1327(XV)/2013	GEODEBT SOLUTIONS CC	MANAGE THE DEBT COLLECTION FROM RESIDENTS WHOSE PAYMENTS OF MUNICIPAL RATES AND TAXES ARE IN ARREARS
SC1327(VI)/2013	IGNITE ADVISORY SERVICES	SOFTWARE USED TO MANAGE THE INTEGRATED DEVELOPMENT PLAN, THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN AND INDIVIDUAL PERFORMANCE MANAGEMENT
SC1327(IX)/2013	PAYDAY SOFTWARE SYSTEMS (PTY) LTD	HUMAN RESOURCES MANAGEMENT PAYROLL
SC1327(IV)/2013	WATER MANAGEMENT SERVICES CC	MANAGE THE MAINTENANCE OF ALL PROPERTY AND INFRASTRUCTURE ASSETS IN THE MUNICIPALITY
SC1984/2019	ONTEC SYSTEMS (PTY) LTD	PROVISION AND ADMINISTRATION OF AN ELECTRICITY PREPAYMENT VENDING SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2022
SC1970/2019	MAX INTERNET TECHNOLOGIES CC T/A MAXITEC	PROVISION OF SERVICES TO BEST MAINTAIN, POSSIBLY RE-DESIGN AND UPGRADE THE WEBSITE OF THE OVERSTRAND MUNICIPALITY

Notice is hereby further given in terms of Section 21 and 21A of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000) that the local community and affected parties are invited to submit comments or representations on the proposed amendment of the agreement. Such comments or representations must be submitted by not later than Friday, 22 April 2022 at 12:00.

Comments or representations must be submitted in a sealed envelope clearly endorsed "BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD; SOLVEM CONSULTING (PTY) LTD; WATER MANAGEMENT SERVICES CC; BUSINESS ENGINEERING (PTY) LTD; IGNITE ADVISORY SERVICES; PAYDAY SOFTWARE SYSTEMS (PTY) LTD; GEODEBT SOLUTIONS CC; ONTEC SYSTEMS (PTY) LTD; MAX INTERNET TECHNOLOGIES CC T/A MAXITEC; COMMENTS ON NOTICE OF CONTRACTS FOR AGREEMENTS FOR BUSINESS SYSTEMS" and be deposited in Tender box no. 7.

All submissions must be addressed to: The Municipal Manager Tenderbox no. 7 Overstrand Municipality Magnolia Avenue, Hermanus, 7200

Persons who are physical disabled or who cannot read or write but wish to participate in the process, may come during office hours to the Municipal Offices, Magnolia Avenue, Hermanus where a staff member will assist that person to transcribe that person's comments or representations.

Dean O'Neill  
Municipal Manager

**KENNISGEWING INGEVOLGE ARTIKEL 116(3) VAN DIE WET OP PLAASLIKE REGERING: MUNISIPALE FINANSIELE BESTUUR, 2003 (WET 56 VAN 2003) VIR DIE VOORGESTELDE WYSIGING VAN DIE BESTAANDE OOREENKOMSTE VIR BESIGHEID STELSELS.**

Dit is die Munisipaliteit Overstrand se voornemens om die bestaande ooreenkomste vir besigheid stelsels met verskeie diensverskaffers soos hieronder aangedui, te wysig vir 'n periode van 1 Julie 2022 tot 30 Junie 2025.

Kontrak Nummer	Bestaanse ooreenkomste	Diensbeskrywing
SC1327(VII)/2013	BUSINESS ENGINEERING (PTY) LTD	ARGIEFERING VAN DOCUMENTE EN OTOMATIESE PROSESSE WERKSTROOIE STELSEL
SC1327(IV)/2013	BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD	SAGTWARE GEBRUK VIR DIE BESTUUR VAN TYD EN AFWESING VAN ERKONDEL
SC1327(I)/2013	SOLVEM CONSULTING (PTY) LTD	FINANSIELE STELSEL VAN DIE MUNISIPALITEIT
SC1327(XV)/2013	GEODEBT SOLUTIONS CC	BESTUUR VAN SKULDANWORSING VAN INWONERS WIE SE BETALINGS VAN DIE MUNISIPALE TARIFFE EN BELASTING AGTERSTAL IS
SC1327(VI)/2013	IGNITE ADVISORY SERVICES	SAGTWARE GEBRUK VIR DIE BEHEER VAN DIE OORSGRONSDE IN ONTWIKKELINGSTAPPE DIE DIENSTLEWINGEN BEHOEFTES VAN DIE INDIWIDUELE BESTAANDE
SC1327(IX)/2013	PAYDAY SOFTWARE SYSTEMS (PTY) LTD	MENSUREL HULPERON BESTUUR BY STAAT BESTUUR
SC1327(IV)/2013	WATER MANAGEMENT SERVICES CC	BESTUUR VAN ALLE ERKONDEL IN INFRASTRUKTURE ASSE IN DIE MUNISIPALITEIT
SC1984/2019	ONTEC SYSTEMS (PTY) LTD	PROVISIE VAN EN ADMINISTRASIE VAN 'N ELEKTRISITEIT VOORAFBETALINGSTELSEL VIR 'N KONTRAK PERIODE ENDIENDE 30 JUNIE 2022
SC1970/2019	MAX INTERNET TECHNOLOGIES CC T/A MAXITEC	PROVISIE VAN DIENS OM DIE WEBSITE VAN DIE OVERSTRAND MUNISIPALITEIT

Kennis gegee verder ingevolge artikel 21 en 21A van die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 (Wet 56 van 2000), dat die plaaslike gemeenskap en geaffekteerde partye genooi word om kommentaar of vertoë oor die voorgestelde wysigings van die kontrak aan die munisipaliteit te lewer. Hierdie kommentaar of vertoë moet teen nie later nie as Vrydag, 22 April 2022 om 12:00 ingedien word.

Alle kommentare of vertoë moet ingedien word in 'n verskeelde kovert, duidelik gemerk "BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD; SOLVEM CONSULTING (PTY) LTD; WATER MANAGEMENT SERVICES CC; BUSINESS ENGINEERING (PTY) LTD; IGNITE ADVISORY SERVICES; PAYDAY SOFTWARE SYSTEMS (PTY) LTD; GEODEBT SOLUTIONS CC; ONTEC SYSTEMS (PTY) LTD; MAX INTERNET TECHNOLOGIES CC T/A MAXITEC; COMMENTS ON NOTICE OF CONTRACTS FOR AGREEMENTS FOR BUSINESS SYSTEMS" en geplaas word in Tenderbus nr. 7.

Alle voorleggings moet geadresseer word aan: Die Munisipale Bestuurder Tenderbus nr. 7 Munisipaliteit Overstrand Magnolia Avenue, Hermanus, 7200

Personne wat liggaamlik gestremd is of nie kan skryf nie, maar aan die proses wil deelneem, kan gedurende kantooreure na die Munisipale Kantore, Magnolia Avenue, Hermanus kom waar personeel hulle sal help om die kommentaar of vertoë neer te skryf.

Dean O'Neill  
Munisipale Bestuurder

**ISAZISO SECANDELO-116(3) LOMETHETHO ILOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, NO. 56 WANGO-2003 OKUBA UJONGE UKWANDISA ISIVULELWANO NABANIKI NKONZO ABABHUKILEYO SOKUNIKEZANGE BUSINESS SYSTEMS**

Umasipala weNgingqi yase-Overstrand, wazisa ukuba unqwenela ukwandisa isivumelwano nabaniki nkonzo ababhukileyo oko kusenziwa ngokwemimiselo yamaCandelo-116(3) (a) no (b) lomthetho ubandakayo ngowokuba kwandiswe izivumelwano eakulawo ukuzi kuqhubeka kinkonzo, uqala nge 01 Julayi 2022 pyotsho nge 30 Juni 2025.

Izombelo yeKontrathi	Izivumelwano Eakulawo	Iincenzo Yemkonzo
SC1327(VII)/2013	BUSINESS ENGINEERING (PTY) LTD	DOCUMENT ARCHIVING AND AUTOMATED PROCESS AND WORKFLOW SYSTEM.
SC1327(IV)/2013	BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD	SOFTWARE USED TO MANAGE TIME AND ATTENDANCE OF EMPLOYEES
SC1327(I)/2013	SOLVEM CONSULTING (PTY) LTD	THE CORE FINANCIAL SYSTEM OF THE MUNICIPALITY
SC1327(XV)/2013	GEODEBT SOLUTIONS CC	MANAGE THE DEBT COLLECTION FROM RESIDENTS WHOSE PAYMENTS OF MUNICIPAL RATES AND TAXES ARE IN ARREARS
SC1327(VI)/2013	IGNITE ADVISORY SERVICES	SOFTWARE USED TO MANAGE THE INTEGRATED DEVELOPMENT PLAN, THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN AND INDIVIDUAL PERFORMANCE MANAGEMENT
SC1327(IX)/2013	PAYDAY SOFTWARE SYSTEMS (PTY) LTD	HUMAN RESOURCES MANAGEMENT PAYROLL
SC1327(IV)/2013	WATER MANAGEMENT SERVICES CC	MANAGE THE MAINTENANCE OF ALL PROPERTY AND INFRASTRUCTURE ASSETS IN THE MUNICIPALITY
SC1984/2019	ONTEC SYSTEMS (PTY) LTD	PROVISION AND ADMINISTRATION OF AN ELECTRICITY PREPAYMENT VENDING SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2022
SC1970/2019	MAX INTERNET TECHNOLOGIES CC T/A MAXITEC	PROVISION OF SERVICES TO BEST MAINTAIN, POSSIBLY RE-DESIGN AND UPGRADE THE WEBSITE OF THE OVERSTRAND MUNICIPALITY

Abantu abasuka ekuhlaleni nabanye abantu abanomndla bayamcwa ukuba bathumele izimvo zabo okanye izinto abazibhalileyo kuMasipala ngokumayela nezi zivumelwano siphakanyiswavo oko kwenziwa Ngol.wesiHlanu umhla we 22 Epreli 2022 ngentsimbi ye 12:00 Oko kwenziwa ngokwemimiselo yamaCandelo 21 kunye nele- 21A lomthetho Local Government Municipal systems Act, 32 wowama-2000.

Izimvo ezibhalileyo Zibhalwe ngokucaileyo kwimvolophy etywinileyo kwabhalwa "BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD; SOLVEM CONSULTING (PTY) LTD; WATER MANAGEMENT SERVICES CC; BUSINESS ENGINEERING (PTY) LTD; IGNITE ADVISORY SERVICES; PAYDAY SOFTWARE SYSTEMS (PTY) LTD; GEODEBT SOLUTIONS CC; ONTEC SYSTEMS (PTY) LTD; MAX INTERNET TECHNOLOGIES CC T/A MAXITEC; COMMENTS ON NOTICE OF CONTRACTS FOR AGREEMENTS FOR BUSINESS SYSTEMS" mayifakwe kwi Bhokisi yeZiniki-maxabiso no. 7.

Zonke izibhalo zithunyelwe kwi: Umphathi kaMasipala Bhokisi yeZiniki-maxabiso no. 7 UMasipala weNgingqi yase-Overstrand Magnolia Avenue, Hermanus, 7200

Abantu abakhubazekileyo kunye nabantu abangakwaziyo ukubhala kodwa bengwenela ukuthatha inxaxheba kulomba, bayacelwa baye kwi ofisi zika Masipala eMagnolia Avenue,eHermanus apho kukho umsebenzi ozokubancedisa ukubhala izimvo okanye iziphakamisvo zabo.

Dean O'Neill  
Umanejala kaMasipala





**KENNISGEWINGKENNISGEWING INGEVOLGE ARTIKEL 116(3) VAN DIE WET OP PLAASLIKE REGERING: MUNISIPALE FINANSIËLE BESTUUR, 2003 (WET 56 VAN 2003) VIR DIE VOORGESTELDE WYSIGING VAN DIE BESTAANDE OOREENKOMSTE VIR BESIGHEID STELSLS.**

Dit is die Munisipaliteit Overstrand se voornemens om die bestaande ooreenkomste vir besigheid stelsels met verskeie diensverskaffers soos hieronder aangedui, te wysig vir 'n periode van **1 Julie 2022 tot 30 Junie 2025**.

Kontrak Nummer	Bestaande ooreenkomste	Diensbeskrywing
SC1327(VII)/2013	BUSINESS ENGINEERING (PTY) LTD	ARGIEVERING VAN DOKUMENTE EN OUTOMATIESE PROSES EN WERKSVLOEI STELSEL
SC1327(II)/2013	BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD	SAGTEWARE GEBRUIK VIR DIE BESTUUR VAN TYD EN BYWONING VAN PERSONEEL
SC1327(I)/2013	SOLVEM CONSULTING (PTY) LTD	FINANSIËLE STELSEL VAN DIE MUNISIPALITEIT
SC1327(X)(VIII)/2013	GEODEBT SOLUTIONS CC	BESTUUR VAN SKULDINVORDERING VAN INWONERS WIE SE BETALINGS VAN MUNISIPALE TARIWE EN BELASTING AGTERSTALLIG IS
SC1327(VI)/2013	IGNITE ADVISORY SERVICES	SAGTEWARE GEBRUIK VIR DIE BESTUUR VAN DIE GEINTEGREERDE ONTWIKKELINGSPLAN EN DIE DIENSLEWERING EN BEGROTINGSIMPLEMENTERINGSPLAN EN INDIVIDUELE PRESTASIEBESTUUR
SC1327(IX)/2013	PAYDAY SOFTWARE SYSTEMS (PTY) LTD	MENSLIKE HULPBRON BESTUUR BETAALSTAAT BESTUUR
SC1327(IV)/2013	WATER MANAGEMENT SERVICES CC	BESTUUR VAN ALLE EIENDOM- EN INFRASTRUKTUURBATES IN DIE MUNISIPALITEIT
SC1961/2019	ONTEC SYSTEMS (PTY) LTD	PROVISION AND ADMINISTRATION OF AN ELECTRICITY PREPAYMENT VENDING SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2022
SC1970/2019	MAX INTERNET TECHNOLOGIES CC T/A MAXITEC	PROVISION OF SERVICES TO HOST, MAINTAIN, POSSIBLY RE-DESIGN AND UPGRADE THE WEBSITE OF THE OVERSTRAND MUNICIPALITY

Kennis geskied verder ingevolge artikel 21 en 21A van die Wet op Plaaslike Regering, Munisipale Stelsels, 2000 (Wet 32 van 2000), dat die plaaslike gemeenskap en geaffekteerde partye genooi word om kommentaar of vertoë oor die voorgestelde wysigings van die kontrak aan die munisipaliteit te lewer. Hierdie kommentaar of vertoë moet teen nie later nie as **Vrydag, 22 April 2022 om 12:00** ingedien word.

Alle kommentare of vertoë moet ingedien word in 'n verseelde koevert, duidelik gemerk "**BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD; SOLVEM CONSULTING (PTY) LTD; WATER MANAGEMENT SERVICES CC; BUSINESS ENGINEERING (PTY) LTD; IGNITE ADVISORY SERVICES; PAYDAY SOFTWARE SYSTEMS (PTY) LTD; GEODEBT SOLUTIONS CC, ONTEC SYSTEMS (PTY) LTD; MAX INTERNET TECHNOLOGIES CC T/A MAXITEC: COMMENTS ON NOTICE OF CONTRACTS FOR AGREEMENTS FOR BUSINESS SYSTEMS**" en geplaas word in **Tenderbus nr. 7**.

Alle voorleggings moet geadresseer word aan:

Die Munisipale Bestuurder  
Tenderbus nr. 7  
Munisipaliteit Overstrand  
Magnolialaan  
Hermanus  
7200

Persone wat liggaamlik gestremd is of nie kan skryf nie, maar aan die proses wil deelneem, kan gedurende kantoorure na die Munisipale Kantore, Magnolialaan, Hermanus kom waar 'n personeelid hulle sal help om die kommentaar of vertoë neer te skryf.

Dean O'Neill  
Munisipale Bestuurder

**NOTICE**

**NOTICE IN TERMS OF SECTION 116(3) OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003, (ACT56 OF 2003)  
FOR THE PROPOSED AMENDMENT OF CONTRACTS FOR BUSINESS SYSTEMS.**

It is the intention of the Overstrand Municipality to amend the existing Agreements with various service providers as indicated below, for a period effective from 01 July 2022 to 30 June 2025.

Contract Number	Existing Agreements	Service Description
SC1327(VII)/2013	BUSINESS ENGINEERING (PTY) LTD	DOCUMENT ARCHIVING AND AUTOMATED PROCESS AND WORKFLOW SYSTEM.
SC1327(II)/2013	BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD	SOFTWARE USED TO MANAGE TIME AND ATTENDANCE OF EMPLOYEES
SC1327(I)/2013	SOLVEM CONSULTING (PTY) LTD	THE CORE FINANCIAL SYSTEM OF THE MUNICIPALITY
SC1327(X)(VIII)/2013	GEODEBT SOLUTIONS CC	MANAGE THE DEBT COLLECTION FROM RESIDENTS WHOSE PAYMENTS OF MUNICIPAL RATES AND TAXES ARE IN ARREARS.
SC1327(VI)/2013	IGNITE ADVISORY SERVICES	SOFTWARE USED TO MANAGE THE INTEGRATED DEVELOPMENT PLAN, THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN AND INDIVIDUAL PERFORMANCE MANAGEMENT
SC1327(IX)/2013	PAYDAY SOFTWARE SYSTEMS (PTY) LTD	HUMAN RESOURCES MANAGEMENT PAYROLL
SC1327(IV)/2013	WATER MANAGEMENT SERVICES CC	MANAGE THE MAINTENANCE OF ALL PROPERTY AND INFRASTRUCTURE ASSETS IN THE MUNICIPALITY
SC1961/2019	ONTEC SYSTEMS (PTY) LTD	PROVISION AND ADMINISTRATION OF AN ELECTRICITY PREPAYMENT VENDING SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2022
SC1970/2019	MAX INTERNET TECHNOLOGIES CC T/A MAXITEC	PROVISION OF SERVICES TO HOST, MAINTAIN, POSSIBLY RE-DESIGN AND UPGRADE THE WEBSITE OF THE OVERSTRAND MUNICIPALITY

Notice is hereby further given in terms of Section 21 and 21A of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that the local community and affected parties are invited to submit comments or representations on the proposed amendment of the agreement. Such comments or representations must be submitted by not later than **Friday, 22 April 2022 at 12:00.**

Comments or representations must be submitted in a sealed envelope clearly endorsed "BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD; SOLVEM CONSULTING (PTY) LTD ; WATER MANAGEMENT SERVICES CC; BUSINESS ENGINEERING (PTY) LTD; IGNITE ADVISORY SERVICES; PAYDAY SOFTWARE SYSTEMS (PTY) LTD; GEODEBT SOLUTIONS CC, ONTEC SYSTEMS (PTY) LTD; MAX INTERNET TECHNOLOGIES CC T/A MAXITEC: COMMENTS ON NOTICE OF CONTRACTS FOR AGREEMENTS FOR BUSINESS SYSTEMS" and be deposited in **Tender box no. 7.**

All submissions must be addressed to:

The Municipal Manager  
Tender box no. 7  
Overstrand Municipality  
Magnolia Avenue  
Hermanus  
7200

Persons who are physical disabled or who cannot read or write but wish to participate in the process, may come during office hours to the Municipal Offices, Magnolia Avenue, Hermanus where a staff member will assist that person to transcribe that person's comments or representations.

**Dean O'Neill**  
Municipal Manager



Enquiries: Christo Roets/Johnet van Asperen  
Date: 31 March 2022

OFFICE OF THE DIRECTOR:

- FINANCE
- MANAGEMENT SERVICES

### MEMORANDUM OF AMENDMENT

In view of the cession by BYTES SYSTEMS INTEGRATION (cedent) to SOLVEM CONSULTING (Pty) Ltd (cessionary) of its contract (the Main Agreement) with the Overstrand Municipality (OM) effective 1 December 2020, OM and SOLVEM hereby agree that the amendment of the existing contract SC1327(i)/2013 for the Core Financial Business System be included as addenda to said contract on 29 June 2016 and 29 June 2019.

The parties furthermore agree to the amendment of the contract end date, ie, the extension thereof, to 30 June 2025 on the same terms and conditions.

In addition to the above the Parties acknowledge and confirm the following:

- (a) The fees and payment of SOLVEM for base maintenance support, attached as schedule 1 – Fees and Annual Rate Card.
- (b) That the payment of annual Fees will become applicable from 1 July of a municipal financial period, subsequent to sign-off by both parties on implementation of fully functional ERP Modules, on mutual agreement and as might be implemented, attached as schedule 2 – Web ERP System Fees and Annual Rate Card.

SOLVEM acknowledges that it does have the capacity and ability to fulfil the obligations as set out in the terms and conditions contained in the Main Agreement.

The Parties agree that the amendment of the Main Agreement referred to above is subject to the completion of the Supply Chain Management process, including compliance with the provisions of section 115(3) of the Municipal Finance Management Act.

The parties furthermore agree to the amendment of the contract end date, ie, the extension thereof, to 30 June 2025 on the same terms and conditions.

The Parties acknowledge and confirm that this amendment was done freely and voluntarily and without any undue influence of whatsoever nature and furthermore confirm that the unamended remainder of the Main Agreement will remain in full force and effect.

Thus done and signed at SALISBURG this 7 day of APRIL 2022 in the presence of the undersigned witnesses

WITNESSES:

1.

2.

for and on behalf SOLVEM Consulting (Pty) Ltd:

CHRISTINA SMITH : Name

GENERAL MANAGER : Director

Thus done and signed at Hermonus this 13<sup>th</sup> day of May 2022 in the presence of the undersigned witnesses

WITNESSES:

1.

2.

for and on behalf of Overstrand Municipality: Santie Reyneke-Naudé, Director:  
Finance

for and on behalf of Overstrand Municipality: Desirée Arrison, Director:  
Management Services



**OFFICE OF THE DIRECTOR:  
MANAGEMENT SERVICES**

Enquiries: L Bucchianeri/ J v Asperen  
Date: 03/02/2022

#### ADDENDUM – INTENT TO AMEND A CONTRACT

The parties agree to the following intention to amend the existing contract SC1327(ii)/2013 with ALTRON SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD for Software used to manage time and attendance of employees, which were signed between them on 29 June 2016 and record this was 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 2025 on the same terms and conditions.


The supplier acknowledges that they do have the capacity to fulfil the obligation 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 OR Circular 62 from National Treasury.

The parties further agree to commit to this amendment of contract after the date of completion of the prescribed Supply Chain Management process.

Thus done and signed at .....Durban..... this .....11th..... day of ...February..... 2022  
in the presence of the undersigned witnesses



WITNESSES:

1. 
2. 

  
.....  
for and on behalf of Altron Systems Integration a Division of  
Altron TMT (Pty) Ltd  
NAME: Claire MacLachlan..... National Operations Manager

Thus done and signed at .....Hermanus..... this .....14th..... day of ...February..... 2022  
in the presence of the undersigned witnesses

WITNESSES:

1. 
2. 

  
.....  
for and on behalf of Overstrand Municipality: Desiree Arrison,  
Director: Management Services



Enquiries: Theo Steenberg  
Date: 10 February 2022

KANTOOR VAN DIE ADJUNK DIREKTEUR: OPERASIONELE DIENSTE  
OFFICE OF THE DEPUTY DIRECTOR: OPERATIONAL SERVICES

**ADDENDUM- INTENT TO AMEND A 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 in the Municipality for a contract period ending June 2022, which were signed between them on 29 June 2016 and record this was 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 the 30 June 2025 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligation 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 OR Circular 62 from National Treasury.

The parties further agree to commit to this amendment of contract after the date of completion of the prescribed Supply Chain Management process.

Thus done and signed at EDENVALE this 14 day of FEBRUARY 2022 in the presence of the undersigned witnesses.

WITNESSES:

- 1.
- 2.

For and behalf of Water Management Services.  
NAME: A. T. LEONK  
DESIGNATION: COO

Thus done and signed at EDENVALE this 14 day of FEBRUARY 2022 in the presence of the undersigned witnesses

WITNESSES:

- 1.
- 2.

For and on behalf of Overstrand Municipality:  
Roderick Williams  
Director: Community Services

For and on behalf of Overstrand Municipality  
Desirée Arrison  
Director: Management Services



Enquiries: Johannes Vorster / Lucinda Bucchianeri / Johnnet van Asperen  
Date: 01 February 2022

OFFICES OF THE DIRECTORS:  
FINANCIAL SERVICES  
&  
MANAGEMENT SERVICES

#### ADDENDUM – INTENT TO AMEND A 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 Management and Payroll Business System, which was signed between them on 29 June 2016 and record this was 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 2025 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligation 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 OR Circular 62 from National Treasury.

The parties further agree to commit to this amendment of contract after the date of completion of the prescribed Supply Chain Management process.

Thus done and signed at ..... Pretoria ..... this ..... 2nd ..... day of  
February ..... 2022 in the presence of the undersigned witnesses

#### WITNESSES:

1.  .....

2.  .....

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

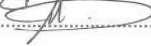
NAME : Nigel Paul Bird .....

DESIGNATION : CEO .....

Thus done and signed at ..... HERMANUS ..... this ..... 3rd ..... day of  
...FEBRUARIE..... 2022 in the presence of the undersigned witnesses

#### WITNESSES:

1.  .....

2.  .....

for and on behalf of Overstrand Municipality

NAME : Santie Reyneke-Naude

DESIGNATION : Director: Finance

for and on behalf of Overstrand Municipality

NAME : Desireé Arrison

DESIGNATION : Director: Management Services





OFFICE OF THE DIRECTOR:  
MANAGEMENT SERVICES

Locations: Rochelle Louw Lucinda Ruzhomeni Johnat van Aardt

Date: 10 March 2022

ADDENDUM – INTENT TO AMEND A 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 Delivery and Budget Implementation Plan and Individual Performance Management, which was signed between them on 30 June 2019 and record this was 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 2025 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligation 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 115(3) of the Municipal Finance Management OR Circular 62 from National Treasury.

The parties further agree to commit to this amendment of contract after the date of completion of the prescribed Supply Chain Management process.

Thus done and signed at DEARBURGH this 10<sup>TH</sup> day of MARCH 2022  
in the presence of the undersigned witnesses

WITNESSES:

1.

for and on behalf of Ignite Advisory Services:  
NAME: A. Burles Managing Director

Thus done and signed at HERMANUS this 11<sup>th</sup> day of MARCH 2022  
in the presence of the undersigned witnesses

WITNESSES:

1.

for and on behalf of Overstrand Municipality: Debbie Arrison,  
Director: Management Services



**OFFICE OF THE DIRECTOR:  
COMMUNITY SERVICES  
FINANCE  
INFRASTRUCTURE & PLANNING  
LOCAL ECONOMIC DEVELOPMENT  
MANAGEMENT SERVICES**

Enquiries: Hanlie van Tonder / Johanet van Asperen  
Date: 26 January 2022

**ADDENDUM – INTENT TO AMEND A 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, which was signed between them on 30 June 2019 and record this was 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 2025 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligation 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 OR Circular 62 from National Treasury.

The parties further agree to commit to this amendment of contract after the date of completion of the prescribed Supply Chain Management process.

Thus done and signed at ....London, UK..... this ....27<sup>th</sup>..... day of ..January..... 2022 in the presence of the undersigned witnesses

WITNESSES:

1. 
2. 

  
.....  
for and on behalf of Business Engineering (Pty) Ltd:

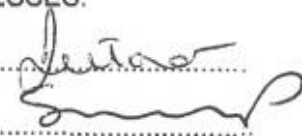
NAME: Brunhilde Giles

REGIONAL MANAGER

ADDENDUM – INTENT TO AMEND A CONTRACT  
SC1327(vii)/2013 with BUSINESS ENGINEERING (PTY) LTD

Thus done and signed at Hermanus this 2nd day of February 2022 in the presence of the undersigned witnesses

WITNESSES:

1. 

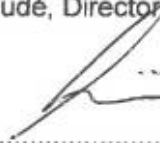
2. 



.....  
for and on behalf of Overstrand Municipality: Roderick Williams, Director: Community Services



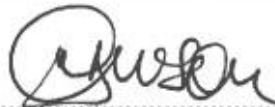
.....  
for and on behalf of Overstrand Municipality: Santie Reyneke-Naudé, Director: Finance



.....  
for and on behalf of Overstrand Municipality: Stephen Muller, Director: Infrastructure & Planning



.....  
for and on behalf of Overstrand Municipality: Solomzi Madikane, Director: Local Economic Development



.....  
for and on behalf of Overstrand Municipality: Desireé Arrison, Director: Management Services



OFFICE OF THE DIRECTOR:  
FINANCE

Enquiries: E Hooneberg / E stadler  
Date: 03/02/2022

### ADDENDUM – INTENT TO AME

The parties agree to the following intention to amend the existing contract SC1327(viii)/2013 and SC1327(x)/2013 with GEODEBT SOLUTIONS for the Software to manage the debit collection from residents whose payments of municipal rates and taxes are in arrears, which were signed between them on 29 June 2016 and record this was 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 2025 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligation 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 OR Circular 62 from National Treasury.

The parties further agree to commit to this amendment of contract after the date of completion of the prescribed Supply Chain Management process.

Thus done and signed at Langebaan this 4<sup>th</sup> day of February 2022 <sup>ok</sup>  
in the presence of the undersigned witnesses

#### WITNESSES:

1. [Signature]
2. [Signature]

[Signature]  
for and on behalf of Geodebt Solutions CC:  
NAME: C.M. Roux, Director

Thus done and signed at Hermanus this 04th day of April 2022  
in the presence of the undersigned witnesses

#### WITNESSES:

1. [Signature]
2. [Signature]

[Signature]  
for and on behalf of Overstrand Municipality: Santie Reyneke-  
Naude, Director: Finance



OFFICE OF THE DIRECTOR:  
FINANCE

Enquiries: E.Hooneberg/Estadler  
Date: 03/02/2022

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ADDENDUM - INTENT TO AMEND A CONTRACT

The parties agree to the following intention to amend the existing contract SC1961/2019 with ONTEC SYSTEMS (PTY) LTD for the provision and administration of an electricity prepayment vending system, which were signed between them on 17 May 2019 and record this was 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 2025 on the same terms and conditions.

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.

The supplier acknowledges that they do have the capacity to fulfil the obligation 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 OR Circular 62 from National Treasury.

Thus done and signed at Plattekloof..... this 31..... day of March..... 2022  
in the presence of the undersigned witnesses

WITNESSES:

LM  
.....  
[Signature]  
.....

[Signature]  
.....  
for and on behalf of Ontec Systems (Pty) Ltd:  
NAME: Damian Padachi, CEO Ontec Systems (Pty) Ltd.,

Thus done and signed at Hermanus..... this 06th..... day of April..... 2022  
in the presence of the undersigned witnesses

WITNESSES:

1. E.Hooneberg  
.....
2. Estadler  
.....

[Signature]  
.....  
for and on behalf of Overstrand Municipality: Santia Reyneke-  
Naude, Director: Finance

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KANTOOR VAN DIE DIREKTEUR: BESTUURSDIENSTE  
OFFICE OF THE DIRECTOR: MANAGEMENT SERVICES



NAVRAE | ENQUIRIES: Nolutshando Zweni  
LEËRVERWYSING | FILE REFERENCE:  
DATE | DATUM: 03/02/2022

ADDENDUM – INTENT TO AMEND A 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 Provision of services to host, maintain, possibly re-design and upgrade the website of the Overstrand Municipality on an "as and when" basis in Overstrand area, which were signed between them on 31 January 2022 and record this was done freely and willingly, without any coercion whatsoever from any one party:

The parties agree to the amendment of the contract escalation date, regarding the abovementioned agreement to amending the date from 30 June 2022 to 30 June 2025 as per the tender specifications and on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligation 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 OR Circular 62 from National Treasury.

The parties further agree to commit to this amendment of contract after the date of completion of the prescribed Supply Chain Management process.

Thus done and signed at HECMANUS this 4th day of February 2022 in the presence of the undersigned witnesses

WITNESSES:

1.   
for and on behalf of Max Internet Technologies CC t/a Maxitec  
NAME: J. STEENKAMP Director

Thus done and signed at Hermanus this 9th day of February 2022 in the presence of the undersigned witnesses

WITNESSES:

1.   
2.   
NAME: Desiree Arrison

for and on behalf of Overstrand Municipality: Desiree Arrison, Director: Management Services

## Overstrand Municipality

Evaluation in terms of the Preferential Procurement Regulations  
Compliance Check of Deviation No. SC1327(I)/2013

Tender name: THE CORE FINANCIAL SYSTEM OF THE MUNICIPALITY

Name of Supplier	SOLVEM CONSULTING (PTY) LTD		
Valid Tax Clearance Certificate (provide expiry date)	MBD2	06/04/2023 (COMPLIANT)	
TCS Pin		F1517535GD	
VAT Registration (provide number)		4230229702	
Income Tax Number		9312042162	
Declaration of Interest	MBD4	Declared	
Declaration of Past SCM Practices	MBD8	Declared	
Certificate for Payment of Municipal Services	MBD15	Declared	
Municipal Account		Declared	
Suppliers database registration		5251	
WCSD "in the service of the state"		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:cherina@solvem.co.za">cherina@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 Management

Madeleine de Villiers



03/06/2022

Name

Signature

Date

Verified by: Manager: Contracts &amp; Logistics

Christo Roets



03/06/2022

Name

Signature

Date

## Overstrand Municipality

Evaluation in terms of the Preferential Procurement Regulations  
Compliance Check of Deviation No.

SC1327(II)/2013

Tender name:

SOFTWARE USED TO MANAGE TIME AND ATTENDANCE OF EMPLOYEES

Name of Supplier	BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD		
Valid Tax Clearance Certificate (provide expiry date)	MBD2	25/04/2023 (Compliant)	
TCS Pin		DBA17F185A	
VAT Registration (provide number)		4320267851	
Income Tax Number		9999477715	
Declaration of Interest	MBD4	Declared	
Declaration of Past SCM Practices	MBD8	Declared	
Certificate for Payment of Municipal Services	MBD15	Declared	
Municipal Account		Declared	
Suppliers database registration		See letter from Altron legal about lease of company : "Lease of Company request"	
National Treasury Register for Tender Defaulters		3225	
National Treasury Database for Restricted Suppliers/CSD		Not Listed	
E-Mail address		<a href="mailto:clifford.swanepoel@altron.com">clifford.swanepoel@altron.com</a>	
NOTES		Has interest: See MBD4 attachment	

## 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 Management

Madeleine de Villiers



03/06/2022

Name

Signature

Date

Verified by: Manager: Contracts &amp; Logistics

Christo Roets



03/06/2022

Name

Signature

Date

Overstrand Municipality  
Evaluation in terms of the Preferential Procurement Regulations  
Compliance Check of Deviation No. SC1327(IV)/2013

Tender name: **MANAGE THE MAINTENANCE OF ALL PROPERTY AND INFRASTRUCTURE ASSETS IN THE MUNICIPALITY**

Name of Supplier	WATER MANAGEMENT SERVICES CC			
Valid Tax Clearance Certificate (provide expiry date)	MBD2	22/10/2022 (Compliant)		
TCS Pin		Z2EA6E892i		
VAT Registration (provide number)				
Income Tax Number		9649193845		
Declaration of Interest	MBD4	DECLARED		
Declaration of Past SCM Practices	MBD8	DECLARED		
Certificate for Payment of Municipal Services	MBD15	DECLARED		
Municipal Account		DECLARED		
Suppliers database registration		38		
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>	<a href="mailto:jarred@wms.co.za">jarred@wms.co.za</a>	<a href="mailto:hennie@wms.co.za">hennie@wms.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 Management

Madeleine de Villiers



03/06/2022

Name

Signature

Date

Verified by: Manager: Contracts & Logistics

Christo Roets



03/06/2022

Name

Signature

Date

Overstrand Municipality  
Evaluation in terms of the Preferential Procurement Regulations  
Compliance Check of Deviation No. SC1327(IX)/2013

Tender name: **HUMAN RESOURCES MANAGEMENT / PAYROLL**

Name of Supplier	PAYDAY SOFTWARE SYSTEMS (PTY) LTD			
Valid Tax Clearance Certificate (provide expiry date)	MBD2	01/09/2022 (COMPLIANT)		
TCS Pin		F4251F3924		
VAT Registration (provide number)		4850106677		
Income Tax Number		9464281840		
Declaration of Interest	MBD4	Declared		
Declaration of Past SCM Practices	MBD8	Declared		
Certificate for Payment of Municipal Services	MBD15	Declared		
Municipal Account		Declared		
Suppliers database registration		746		
National Treasury Register for Tender Defaulters		Not Listed		
National Treasury Database for Restricted Suppliers/CSD		Not Listed		
E-Mail address		<a href="mailto:payday@payday.co.za">payday@payday.co.za</a> <a href="mailto:Anina de Beer &lt;anina@payday.co.za&gt;">Anina de Beer &lt;anina@payday.co.za&gt;</a>	<a href="mailto:magda@payday.co.za">magda@payday.co.za</a>	
NOTES		All directors Have interest in PayDay Property Investments (Pty) Ltd - see email on separate sheet below.		

**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 Management

Madeleine de Villiers



03/06/2022

Name

Signature

Date

Verified by: Manager: Contracts & Logistics

Christo Roets



03/06/2022

Name

Signature

Date



Overstrand Municipality  
Evaluation in terms of the Preferential Procurement Regulations  
Compliance Check of Deviation No.

SC1327(VI)/2013

SOFTWARE USED TO MANAGE THE INTEGRATED DEVELOPMENT PLAN, THE SERVICE DELIVERY AND BUDGET  
IMPLEMENTATION PLAN AND INDIVIDUAL PERFORMANCE MANAGEMENT

Tender name:

Name of Supplier	IGNITE ADVISORY SERVICES			
Valid Tax Clearance Certificate (provide expiry date)	MBD2	02/08/2022 (COMPLIANT)		
TCS Pin		D316874237		
VAT Registration (provide number)		4360233656		
Income Tax Number		9007774178		
Declaration of Interest	MBD4	DECLARED		
Declaration of Past SCM Practices	MBD8	DECLARED		
Certificate for Payment of Municipal Services	MBD15	DECLARED		
Municipal Account		DECLARED		
Suppliers database registration		793		
National Treasury Register for Tender Defaulters		Not Listed		
National Treasury Database for Restricted Suppliers/CSD		Not Listed		
E-Mail address		<a href="mailto:abutler@igniteconsult.co.za">abutler@igniteconsult.co.za</a>		
NOTES		Arthur Butler has the following interest in: * MD of HRM Connect * CEO of The Assessment Toolbox * Director of Ultimata Consulting * Director of C-Suite Sherpa		

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 Management

Madeleine de Villiers

03/06/2022  
Date

Verified by: Manager: Contracts &amp; Logistics

Christo Roets

03/06/2022  
Date

Overstrand Municipality  
Evaluation in terms of the Preferential Procurement Regulations  
Compliance Check of Deviation No.

SC1327(VII)/2013

DOCUMENT ARCHIVING AND AUTOMATED PROCESS AND WORKFLOW SYSTEM

Tender name:

Name of Supplier	BUSINESS ENGINEERING (PTY) LTD			
Valid Tax Clearance Certificate (provide expiry date)	MBD2	09/03/2023 (Compliant)		
TCS Pin		1C334AF721		
VAT Registration (provide number)		4380190795		
Income Tax Number		9807018644		
Declaration of Interest	MBD4	DECLARED		
Declaration of Past SCM Practices	MBD8	DECLARED		
Certificate for Payment of Municipal Services	MBD15	DECLARED		
Municipal Account		DECLARED		
Suppliers database registration		147		
National Treasury Register for Tender Defaulters		Not listed		
National Treasury Database for Restricted Suppliers/CSD		Not listed		
E-Mail address		<a href="mailto:brunhildeg@be.co.za">brunhildeg@be.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 Management

Madeleine de Villiers

03/06/2022  
Date

Verified by: Manager: Contracts &amp; Logistics

Christo Roets

03/06/2022  
Date

Overstrand Municipality  
Evaluation in terms of the Preferential Procurement Regulations  
Compliance Check of Deviation No.

SC1327(X)(VIII)/2013

Tender name: **MANAGE THE DEBT COLLECTION FROM RESIDENTS WHOSE PAYMENTS OF MUNICIPAL RATES AND TAXES ARE IN**

Name of Supplier		GEODEBT SOLUTIONS CC		
Valid Tax Clearance Certificate (provide expiry date)	MBD2	15/03/2023 (COMPLIANT)		
TCS Pin		91F374D21H		
VAT Registration (provide number)		4870218759		
Income Tax Number		9396418155		
Declaration of Interest	MBD4	DECLARED		
Declaration of Past SCM Practices	MBD8	DECLARED		
Certificate for Payment of Municipal Services	MBD15	DECLARED		
Municipal Account		DECLARED		
Suppliers database registration		1470		
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 Management

Madeleine de Villiers



03/06/2022

Name

Signature

Date

Verified by: Manager: Contracts &amp; Logistics

Christo Roets



03/06/2022

Name

Signature

Date

Overstrand Municipality  
Evaluation in terms of the Preferential Procurement Regulations  
Compliance Check of Deviation No.

SC1961/2019

Tender name: **PROVISION AND ADMINISTRATION OF AN ELECTRICITY PREPAYMENT VENDING SYSTEM FOR A CONTRACT PERIOD**

Name of Supplier		ONTEC SYSTEMS (PTY) LTD		
Valid Tax Clearance Certificate (provide expiry date)	MBD2	18/11/2022 (COMPLIANT)		
TCS Pin		B462A6972M		
VAT Registration (provide number)		4100186867		
Income Tax Number		9238130646		
Declaration of Interest	MBD4	DECLARED		
Declaration of Past SCM Practices	MBD8	DECLARED		
Certificate for Payment of Municipal Services	MBD15	DECLARED		
Municipal Account		DECLARED		
Suppliers database registration		201		
National Treasury Register for Tender Defaulters		Not Listed		
National Treasury Database for Restricted Suppliers/CSD		Not Listed		
E-Mail address		<a href="mailto:kasagan.moodley@ontec.co.za">kasagan.moodley@ontec.co.za</a>		
NOTES DIRECTORS HAVE VARIOUS INTERESTS: PROOF ATTACHED WITH THE MBD15				

## 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 Management

Madeleine de Villiers



03/06/2022

Name

Signature

Date

Verified by: Manager: Contracts &amp; Logistics

Christo Roets



03/06/2022

Name

Signature

Date

Overstrand Municipality  
Evaluation in terms of the Preferential Procurement Regulations  
Compliance Check of Deviation No.

SC1970/2019

PROVISION OF SERVICES TO HOST, MAINTAIN, POSSIBLY RE-DESIGN AND UPGRADE THE WEBSITE OF THE  
OVERSTRAND MUNICIPALITY FOR A CONTRACT PERIOD ENDING 30 JUNE 2025

Tender name:

Name of Supplier		Max Internet Technologies CC t/a Maxitec		
Valid Tax Clearance Certificate (provide expiry date)	MBD2	07/06/2022 (COMPLIANT)		
TCS Pin		171174218X		
VAT Registration (provide number)		4430181349		
Income Tax Number		9236042025		
Declaration of Interest	MBD4	DECLARED		
Declaration of Past SCM Practices	MBD8	DECLARED		
Certificate for Payment of Municipal Services	MBD15	DECLARED		
Municipal Account		DECLARED		
Suppliers database registration		684		
National Treasury Register for Tender Defaulters		Not Listed		
National Treasury Database for Restricted Suppliers/CSD		Not Listed		
E-Mail address		<a href="mailto:june@maxitec.co.za">june@maxitec.co.za</a>	<a href="mailto:lm.franck@maxitec.co.za">lm.franck@maxitec.co.za</a>	
NOTES		SERVICE OF STATE: JJ STEENEKAMP'S SPOUSE: RIANA STEENEKAMP = OVERSTRAND MUNICIPALITY: MEDIA & SOCIAL MEDIA LIASON OFFICER	HR HOLLOWAY HAS INTEREST IN POLEMA CONSULTING CC, MAXINET, MAXISOFT JJ STEENEKAMP HAS INTEREST IN AUTHENTICK (PTY) LTD, MAXINET	

## 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 Management

Madeleine de Villiers



03/06/2022

Name

Signature

Date

Verified by: Manager: Contracts &amp; Logistics

Christo Roets



03/06/2022

Name

Signature

Date

ICT STEERING COMMITTEE: 14 MARCH 2022



## 1. Contracts

### 1.1. In progress

Directorate	Existing Tender Number	Expiry Date of current contract	Contract Owner	Contract Champion	Project Name / Tender Description	Procurement Process	Status
Management Services	SCD249/2021	2021/09/30	D Arrison	J v Asperen	Provision Of Wide Format Plotter Printers for a 12-month contract	Formal Quotation  Deviation for a period to 30/06/2024 followed	Cancelled  Completed 10/03/2022 – order out and services can proceed
Management Services	SCD3260/2020	06/06/2022	D Arrison	J v Asperen	Online subscription for access to legal information for a 12 Month Contract period	Tender	Advised by SOM in meeting held 22/02/2022 to follow a tender process and not another deviation. Tender documentation (including adding to DMP through formal process) completed 02/03/2022.  Await BSC scheduled for 16/03/2022 initial advise to deviate for period until 1 July 2022 – the service provider only operate on an annual contract, there is not monthly contract so road ahead needs to be re-considered.
Finance Management Services	SC1327 (ix)/2013	2022/06/30	S Reyneke-Naude D Arrison	J Vorster J v Asperen	Human Resources Management and Payroll Business System – Payday	Section 116(3)	Completed: Intent to Amend and Quote  Advertisement to be placed 14/03/2022
Finance Management Services	SC1327(i)/2013	2022/06/30	S Reyneke-Naude D Arrison	C Roets J v Asperen	Core financial business system - SAMRAS	Section 116(3)	Outstanding: Intent to Amend and Quote  Advertisement to be placed 14/03/2022
Management Services	SC1327 (viii)/2013	2022/06/30	D Arrison	H van Tonder J v Asperen	Document archiving and automated process and workflow business system - Collaborator	Section 116(3)	Completed: Intent to Amend and Quote  Advertisement to be placed 14/03/2022

ICT STEERING COMMITTEE: 14 MARCH 2022



Directorate	Existing Tender Number	Expiry Date of current contract	Contract Owner	Contract Champion	Project Name / Tender Description	Procurement Process	Status
Finance	SC1327(vi) ii)/2013 SC1327(x) /2013	2022/06/30	S Reyneke- Naude	E Hooneberg	Software to manage the debt collection from residents whose payments of municipal rates and taxes are in arrears - Geodebt	Section 116(3)	Completed: Intent to Amend signed by Service Provider and Quote  Outstanding: Intent to Amend – to be signed by Overstrand  Advertisement to be placed 14/03/2022
Community Services Infrastructure and Planning Management Services	SC1327 (iv)/2013	2022/06/30	R Williams  S Muller  D Arrison	T Steenberg  L Goetsee  J v Asperen	Business system through which the maintenance of all property and infrastructure assets in the Municipality is done - EMIS	Section 116(3)	Completed: Intent to Amend and Quote  Advertisement to be placed 14/03/2022
Management Services	SC1327 (vi)/2013	2022/06/30	D Arrison	R Louw  L Bucchianeri	Software used to manage the Integrated Development Plan, Service Delivery and Budget Implementation plan and individual performance management - Ignite	Section 116(3)	Completed: Intent to Amend and Quote  Advertisement to be placed 14/03/2022
Management Services	SC1327(ii)/2013	2022/06/30	D Arrison	L Bucchianeri  J v Asperen	Software used to manage time and attendance of employees - Kronos	Section 116(3)	Completed: Intent to Amend and Quote  Advertisement to be placed 14/03/2022
Management Services Local Economic Development	SC1970 /2019	2022/06/30	D Arrison  S Madikane	N Zweni  F Lloyd	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	Section 116(3)	Completed: Intent to Amend and Quote  Advertisement to be placed 14/03/2022


ICT STEERING COMMITTEE: 14 MARCH 2022



Directorate	Existing Tender Number	Expiry Date of current contract	Contract Owner	Contract Champion	Project Name / Tender Description	Procurement Process	Status
Finance	SC1961 /2019	2022/06/30	S Reyneke-Naude	E Hooneberg E Stadler	Provision and administration of an Electricity Prepayment vending system for a contract period ending 30 June 2022 - Ontec	Section 116(3)	Completed: Intent to Amend signed by Service Provider and Quote  Outstanding: Intent to Amend – to be signed by Overstrand  Advertisement to be placed 14/03/2022

### 1.2: Recommendation

That the status, be noted.

  
 MUNICIPALITEIT **OVERSTRAND** MUNICIPALITY

**Special.**  
**BID ADJUDICATION COMMITTEE MEETING**  
**ATTENDANCE REGISTER & UNDERTAKING OF CONFIDENTIALITY AND IMPARTIALITY**

Date: 2019.06.24

I, the undersigned, hereby declare:

- that all information, documentation and decisions regarding any matter before the committee are confidential and undertake not to make known anything in this regard
- that I will treat all providers and potential providers equitably and will not purposefully favour or prejudice anybody
- that I will make known details of any private or business interest which I, or any close family member, partner or associate may have in any proposed procurement or disposal process of, or in any award or contract and that I will immediately withdraw from participating in any manner whatsoever

NAME	DEPARTMENT / SECTION MUNICIPALITY	SIGNATURE
S. Reyneke-Naudé	Finance	[Signature]
D. Lohy	Community Services	[Signature]
H. J. Michaels	Tourism & Leisure	[Signature]
D. SARRISON	Man Serv	[Signature]
S. Müller	Intro & Plan	[Signature]
J. A. Asperen	Str. Bus Analyst	[Signature]
Ivin Ntloko	SCM	[Signature]
J. Vorster	Finance	[Signature]
R. Louw	Strategic Services	[Signature]
H. v. Tonder	CSS	[Signature]
L. Buchanan	HR	[Signature]
E. Hooneberg	Finance	[Signature]
C. Le Roux	SCM	[Signature]
S. Mackrane	Econ. Dev.	[Signature]
L. COETZEE	BUILDING CONTROL	[Signature]
L. P. Pieterse	Building Control	[Signature]
C. ROETS	SCM	[Signature]
T. P. STEENBERG	COMM SERV OPS	[Signature]
L. SMITA	PROTECTION SERVICES	[Signature]

ck

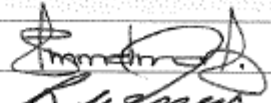
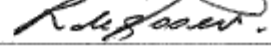
*SPECIAL* BID ADJUDICATION COMMITTEE MEETING

ATTENDANCE REGISTER & UNDERTAKING OF CONFIDENTIALITY AND IMPARTIALITY

Date: 2019.06.24

I, the undersigned, hereby declare:

- that all information, documentation and decisions regarding any matter before the committee are confidential and undertake not to make known anything in this regard
- that I will treat all providers and potential providers equitably and will not purposefully favour or prejudice anybody
- that I will make known details of any private or business interest which I, or any close family member, partner or associate may have in any proposed procurement or disposal process of, or in any award or contract and that I will immediately withdraw from participating in any manner whatsoever

NAME	DEPARTMENT / SECTION MUNICIPALITY	SIGNATURE
S. Immanuel	SCM	
R. DE JAGER	SCM	
/		

*cd*



**MEMORANDUM**

KANTOOR VAN DIE DIREKTEUR: GEMEENSKAPSDIENSTE  
OFFICE OF THE DIRECTOR: COMMUNITY SERVICES



**TO :** ALD DUDLEY COETZEE  
Executive Mayor

**Date :**  
**Reference :** 4/5/22

**FROM :** RODERICK WILLIAMS  
Director: Community Services

**cc :** Chief Financial Officer  
Director: Management Services  
Area Manager: Kleinmond

**RE :** APPOINTMENT OF ACTING DIRECTOR: COMMUNITY SERVICES

Section 56(1)(a)(ii) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended by section 3 of the Local Government: Municipal Systems Amendment Act, 2011 (Act 7 of 2011) with effect from 5 July 2011, provides as follows:

"A municipal council, after consultation with the municipal manager, must appoint-

- (i) .....  
(ii) an acting manager directly accountable to the municipal manager under circumstances and for a period as prescribed."

Council resolved on 12 August 2016 *inter alia* as follows:

"Item 7: DELEGATED POWERS TO EXECUTIVE MAYOR

RESOLVED (UNANIMOUSLY)

1. that the Principles and Conditions of Delegation which served before Council on 28 May 2015, be reconfirmed; and
2. that all powers not reserved by law for full Council, be delegated to the Executive Mayor.

The Director: Community Services will be on annual leave from Friday, 21 June 2019 till Sunday, 07 July 2019. It is recommended that you appoint Mr Desmond Lakey, Area Manager: Kleinmond as Acting Director: Community Services for this period, in terms of your Delegated Powers referred to above.

sincerely,

R WILLIAMS  
DIRECTOR: COMMUNITY SERVICES

Recommendation approved / ~~not approved~~ / approved with the following amendments:

C GROENEWALD  
MUNICIPAL MANAGER

28/5/2019

Recommendation approved / ~~not approved~~ / approved with the following amendments:

ALD DUDLEY COETZEE  
EXECUTIVE MAYOR

27/5/2019

all

## MEMORANDUM


 The logo for Overstrand Municipality, featuring the word "OVERSTRAND" in a stylized font with a wave-like graphic below it.

 INTOKO LVAN DAL DIREKTEUR: GEMEENSAPSDIENSTE  
 OFFICE OF THE DIRECTOR: COMMUNITY SERVICES

TO : THEO STEENBERGH  
*Operational Manager: Gansbaai*

Date : 19 June 2019  
 Reference : 4/5/2/2

FROM : R WILLIAMS  
*Director: Community Services*

cc : Chief Financial Officer  
 Director: Management Services  
 Senior Manager: Expenditure/Assets  
 Deputy Director: Operational Services

RE : APPOINTMENT OF ACTING DEPUTY DIRECTOR: OPERATIONAL SERVICES

Permission is hereby granted in terms of the delegation of powers of the Overstrand Municipality for the appointment of Mr T Steenberg, Senior Manager: Operational Services: Gansbaai to act as the Deputy Director: Operational Services from Monday, 24 June 2019 to Sunday, 21 July 2019.

Regards,



 R WILLIAMS  
 DIRECTOR: COMMUNITY SERVICES

## ACCEPTANCE

T. STEENBERGH herewith accept the permission granted in terms of the delegation of powers of the Overstrand Municipality as Acting Deputy Director: Operational Services, delegated to myself in my official capacity for the abovementioned period.



 T STEENBERGH  
 SENIOR MANAGER: OPERATIONAL SERVICES: GANSBAAI  
 bs/

13/06/2019

CR

Minutes of the Proceedings of a meeting special of a the Bid Adjudication Committee held in the SCM Committee Room, Hermanus, on Monday, 24 June 2019 at 14:00.

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Minutes of the Proceedings of a special meeting of a Bid Adjudication Committee, held in the SCM Committee Room, Hermanus at 14:00 on Monday, 24 June 2019.

---

**OFFICIALS PRESENT:**

**Committee Members:**

Ms. SG Reyneke-Naude	Director: Finance (Chairperson)
Ms. D Arrison	Director: Management Services
Mr. D Lakey	Acting Director: Community Services
Mr. S Müller	Director: Infrastructure and Planning
Mr. S Madikane	Director: Economic and Social Development & Tourism
Mr. N Michaels	Director: Protection Services
Mr. C Le Roux	Deputy Director: Finance & SCM

**Technical Advisors:**

Mr. I Witbooi	Manager: Demand & Procurement
Mr. R de Jager	Senior Admin Officer: SCM
Ms. S Immelman	Principal Clerk: Procurement
Mr. C Roets	Manager: Contracts & Logistics
Ms. E Hoonenberg	Senior Manager: Revenue
Ms. H van Tonder	Manager: Council Support Services
Ms. L. Bucchianeri	Senior Manager: Human Resources
Mr. H Vorster	Senior Manager: Expenditure & Assets
Ms. R Louw	Senior Manager: Strategic Services
Mr. T Steenberg	Acting Deputy Director: Operational Services
Mr. L Coetzee	Manager: Building Services
Mr. L Smith	Senior Manager: Fire and Disaster Management & Security Services
Ms. J van Asperen	Senior Business Analyst
Ms. L Potgieter	Building Inspector

**Minutes of the Proceedings of a special meeting of the Bid Adjudication Committee held in the SCM Committee Room, Hermanus, on Monday, 24 June 2019 at 14:00.**

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**1. OPENING**

The Chairperson, Ms. SG Reyneke-Naude, welcomed all present and read the notice convening the meeting.

**2. APOLOGIES**

Mr. R Williams

Director: Community Services

**3. DECLARATION OF INTEREST OF COMMITTEE MEMBERS**

All the members present declared that they have no interest in any of the companies/enterprises that submitted tenders.

CONFIDENTIAL

Minutes of the Proceedings of a special meeting of the Bid Adjudication Committee held in the SCM Committee Room, Hermanus, on Monday, 24 June 2019 at 14:00.

#### 4. ADJUDICATION OF TENDERS:

4.1 CONTRACT NO. SC 1327/2013: PROPOSED AMENDMENT: "BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD; WATER MANAGEMENT SERVICES CC; BUSINESS ENGINEERING (PTY) LTD; IGNITE ADVISORY SERVICES; PAYDAY SOFTWARE SYSTEMS (PTY) LTD; GEODEBT SOLUTIONS CC.

Upon a proposal by the Director: Economic Development & Tourism, Mr. S Madikane duly seconded by the Director: Infrastructure & Planning, Mr. S Müller it was

#### RESOLVED TO RECOMMEND TO THE ACCOUNTING OFFICER:

- 1.1 That it be noted that no representations were received from the local community against the intent to amend the contracts as listed below,
- 1.2 That the reasons provided for the proposed amendments of the contracts as listed below be regarded as acceptable and valid and it be recommended to Council to consent to the amendment of the contracts, and
- 1.3 That the following contracts be amended in terms of Section 116(3) of the Local Government Municipal Finance Management Act, 2003 (Act 56 of 2003) read together with Clause 53 of the Supply Chain Management Policy to the extent as set out in the tables below:

Ref no	Service Provider name
SC1327(vii)/2013	Business Engineering (Pty) Ltd
SC1327(ii)/2013	Bytes Systems Integration A Division of Altron TMT (Pty) Ltd
SC1327(i)/2013	Bytes Systems Integration A Division of Altron TMT (Pty) Ltd
SC1327(x)(viii)/2013	Geodebt Solutions CC
SC1327(vi)/2013	Ignite Advisory Services
SC1327(ix)/2013	Payday Software Systems (Pty) Ltd
SC1327(iv)/2013	Water Management Services CC

#### 1.3.1 SC1327(vii)/2013

<b>Service Provider / Supplier:</b>		Business Engineering (Pty) Ltd	<b>SCM Supplier #</b>	147
<b>Service / Goods Provided:</b>		Document Archiving and automated process and workflow business system.		
<b>Vote:</b>	<b>Item Description</b>	OperCost:Ext Comp Serv- Software Licanc	External Computer Service: System Adviser	<b>Cost Code</b> N/A
	<b>Cost Account</b>	10660222120000	10670222140000	
	<b>Business Key</b>	20170525078444	20180705060713	
<b>Amount (Excl. VAT):</b>		Rates as per schedule below		<b>Contingency:</b> N/A
<b>Escalation Percentage:</b>		CPI to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA.	<b>Escalation Date:</b>	01/07/2019 01/07/2020 01/07/2021

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	Headline consumer price index (CPI for all urban areas)			
<b>Contract Director:</b>	D Arrison		<b>Contract Owner:</b>	H van Tonder J van Asperen
<b>CONTRACT PERIOD:</b>				
<b>Implementation date:</b>	01 July 2019	<b>End date:</b>	30 June 2022	<b>Period:</b> 36 months

Description	2018/2019 Unit cost (Excl. VAT)	2018/2019 Unit cost (Incl. VAT)
Annual License Fees year	R 138 890.79	R 159 724.41
On-Site Support Services (per day)	R 4 101.66	R 4 716.90
<b>Ad-Hoc Services</b>		
Additional Development (per hour)	R 604,86	R 695.59
Integration services (per hour)	R 604,86	R 695.59
Project Management	Included in On-Site Support Services	
Database Management		
Testing and Configuration		
Training		
Manager Training		
Super-User Training		
Hand holding		
Accommodation		
Subsistence		
Travel		

- 1.3.1.1 That the contract be amended to include a condition to the effect that the Overstrand Municipality may terminate the agreement at any time with six months written notice.
- 1.3.1.2 The Overstrand Municipality reserves the right to reduce the number of onsite support days with 30 days written notice.
- 1.3.1.3 That it be noted that this amendment is subject to Council considering the reasons for the proposed amendment of the contract and resolving to consent to the amendment of the contract.
- 1.3.2 SC1327(II)/2013

<b>Service Provider / Supplier:</b>	Bytes Systems Integration A Division of Altron TMT (Pty) Ltd		<b>SCM Supplier #</b>	3225	
<b>Service / Goods Provided:</b>	Software used to manage time and attendance of employees.				
<b>Vote:</b>	<b>Item Description</b>	OperCost:Ext Comp Serv- Software Licenc	ConservHuman Resources	<b>Cost Code</b>	N/A
	<b>Cost Account</b>	10660222120000	10650200750000		
	<b>Business Key</b>	20170525078444	20170525079029		

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<b>Amount (Excl. VAT):</b>	Rates as per schedule below			<b>Contingency:</b>	N/A
<b>Escalation Percentage:</b>	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) USD Exchange rate for Licenses	<b>Escalation Date:</b>	01/07/2019 01/07/2020 01/07/2021		
<b>Contract Director:</b>	D Arrison	<b>Contract Owner:</b>	L Bucchianeri J van Asperen		
<b>CONTRACT PERIOD:</b>					
<b>Implementation date:</b>	01 July 2019	<b>End date:</b>	30 June 2022	<b>Period:</b>	36 months

Description	QTY-Minimum	2018/2019 Price (Excl. VAT)	2018/2019 Price (Incl. VAT)
Manager for Workforce Central-Adhoc	5	R 3 456.45	R 3 974.91
Workforce Timekeeper Employee-Adhoc	50	R 441.00	R 507.15
Workforce Integration Manager-Adhoc	50	R 96.78	R 111.29
Workforce Mobile Employee-Adhoc	50	R 69.39	R 68.29
Workforce Mobile Manager-Adhoc	5	R 486.09	R 559.00
Workforce Central V8.0 ESD Software Kit	1	n/a	n/a
SLA		R 172 831.48	R 198 756.20
Installation-Adhoc	1	R 549.87	R 632.36
Interface Testing-Adhoc	1	R 549.87	R 632.36
User Acceptance Testing-Adhoc	1	R 549.87	R 632.36
Manager Training-Adhoc	1	R 549.87	R 632.36
Super User Training-Adhoc	1	R 549.87	R 632.36
Hand-Holding-Adhoc	1	R 549.87	R 632.36
Project Management-Adhoc	1	R 549.87	R 632.36
Device Testing-Adhoc	1	R 549.87	R 632.36
Software installation-Adhoc	1	R 549.87	R 632.36
Configuration-Adhoc	1	R 549.87	R 632.36
Integration Configuration-Adhoc	1	R 549.87	R 632.36
Software Configuration-Adhoc	1	R 549.87	R 632.36

1.3.2.1 That the contract be amended to include a condition to the effect that the Overstrand Municipality may terminate the agreement at any time with six months written notice.

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1.3.2.2 That it be noted that this amendment is subject to Council considering the reasons for the proposed amendment of the contract and resolving to consent to the amendment of the contract.

1.3.3 SC1327(i)/2013

<b>Service Provider / Supplier:</b>		Bytes Systems Integration A Division of Altron TMT (Pty) Ltd		<b>SCM Supplier #</b>	2931
<b>Service / Goods Provided:</b>		Core financial business system.			
<b>Vote:</b>	<b>Item Description</b>	OperCost:Ext Comp Serv- Software Licenc	OutsrctdServ:Business&F in Management	<b>Cost Code</b>	N/A
	<b>Cost Account</b>	10660222120000	10220200210000		
	<b>Business Key</b>	20170525078444	20170525078838		
<b>Amount (Excl. VAT):</b>		Rates as per schedule below		<b>Contingency:</b>	N/A
<b>Escalation Percentage:</b>	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))		<b>Escalation Date:</b>	01/07/2019 01/07/2020 01/07/2021	
<b>Contract Director:</b>	S Reyneke-Naude D Arrison		<b>Contract Owner:</b>	C Roets J van Asperen	
<b>CONTRACT PERIOD:</b>					
<b>Implementation date:</b>	01 July 2019	<b>End date:</b>	30 June 2022	<b>Period:</b>	36 months

Description	2019/2020 Price (Excl. VAT)	2019/2020 Price (Incl. VAT)
Project Support Officer	R 976.00	R 1 122.40
Project Manager	R 949.00	R 1 091.35
Business Analyst	R 801.00	R 921.15
Change Management Specialist	R 1 078.00	R 1 239.70
Team Lead	R 949.00	R 1 091.35
Subject Matter Expert	R 1 271.00	R 1 461.65
Management Consultant	R 1 443.48	R 1 660.00
Senior Implementation Consultant	R 949.00	R 1 091.35
Implementation Consultant	R 700.00	R 805.00
Junior Implementation Consultant	R 580.00	R 667.00
Enterprise architect	R 1 170.00	R 1 345.50
Senior Developer	R 949.00	R 1 091.35
Junior Developer	R 553.00	R 635.95
Senior Data Migration Specialist	R 930.00	R 1 069.50
Junior Data Migration Specialist	R 442.00	R 508.30
ICT Specialist	R 866.00	R 995.90
Travel Time	50% of Hourly Rate	50% of Hourly Rate
Training per day Rate (Six or more delegates)	R 1 759.21	R 2 023.09



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Per Kilometre rate for Travel	R 3.73	R 4.29
Per Diem	R 355.01	R 408.26
Per Diem (No breakfast included in accommodation)	R 437.70	R 503.35
Expenses *	At Cost	At Cost
Actual cost of Providing or replacing program storage media	At Cost	At Cost

**Note:** Rates quoted are applicable during normal Business Hours. Work outside of normal Business Hours will be charged at time and a half after hours during the week and on Saturdays, and at double time on Sundays and Public Holidays.

\*Travel and Accommodation disbursements and any other expenses reasonably incurred by Bytes in connection with the rendering of the Services, subject to pre-approval of estimated costs and issuing of a purchase order by the Customer.

Description	2019/2020 Price (Excl. VAT)	2019/2020 Price (Incl. VAT)
SAMRAS classic 128 User	R 1 162 429.75	R 1 336 794.21
DR environment	R 53 669.82	R 61 720.29
SAMRASm mSCOA	R 54 355.21	R 62 508.49
IDP/Budgeting/Schedules 4 User		
SAMRASm and SAMRAS classic 3rd Party Licenses	R 63 141.25	R 72 612.44

Description	2019/2020 Price (Excl. VAT)	2019/2020 Price (Incl. VAT)
Enhanced Services: Improved turnaround times – detailed above with client driven prioritisation through dedicated hours instead of the base maintenance support of best effort. (per hour)	R 723.91	R 832.50
Enhanced Services: An additional 50 hours of dedicated support hours per month	R 36 195.65	R 41 625.00
Enhanced Services: Dedicated Service Manager for 10 hours per month	R 7 247.83	R 8 335.00
Enhanced Services: Dedicated Telephonic support – 16 hours per month	R 6 297.04	R 7 241.60
Enhanced Services: Release and deployment of code to the extra environment as required by the auditors, limited to 20 hours (per hour)	R 565.22	R 650.00
Enhanced Services: The daily alignment of the code between the production and DR environment. (The database backup and restores remain the responsibility of THE CUSTOMER, the invoking of DR is not real-time but on request) (per month)	R 11 304.35	R 13 000.00

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Enhanced Services: Production - Deployment of patches. Size may differ, average costed 2 hours per week @ R 1387.85 (per week, after hours)	R	2 413,65	R	2 775,70						
Enhanced Services: Production -Management of the successful index job completion -3 hours per week @ R 1 387.85 (per week, after hours, every 2 weeks)	R	2 413,65	R	2 775,70						
After hours, standby services- averaged (per day)	R	1 091,30	R	1 255,00						
After-hours support and maintenance services (Blended rate per hour only after first hour has been used up)	R	1 206,83	R	1 387,85						
Calculate the above after- hours support and maintenance services hourly rate in accordance with the stated multiplier factor		<table border="1"> <tr> <td>Weekday / Saturday</td> <td>Sunday</td> <td>Public Holiday</td> </tr> <tr> <td>x 1.50</td> <td>x 2.00</td> <td>x 2.00</td> </tr> </table>	Weekday / Saturday	Sunday	Public Holiday	x 1.50	x 2.00	x 2.00		
Weekday / Saturday	Sunday	Public Holiday								
x 1.50	x 2.00	x 2.00								

1.3.3.1 That the contract be amended to include a condition to the effect that the Overstrand Municipality may terminate the agreement at any time with six months written notice.

1.3.3.2 That it be noted that this amendment is subject to Council considering the reasons for the proposed amendment of the contract and resolving to consent to the amendment of the contract.

1.3.4 SC1327(x)(viii)/2013

<b>Service Provider / Supplier:</b>	Geodebt Solutions CC		<b>SCM Supplier #</b>	1470	
<b>Service / Goods Provided:</b>	Software to manage the debt collection from residents whose payments of municipal rates and taxes are in arrears.				
<b>Vote:</b>	<b>Item Description</b>	ConsServ: Legal Cost - Collections		<b>Cost Code</b>	N/A
	<b>Cost Account</b>	10200201160000			
	<b>Business Key</b>	20170525078625			
<b>Amount (Excl. VAT):</b>	Rates as per schedule below		<b>Contingency:</b>	N/A	
<b>Escalation Percentage:</b>	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)	<b>Escalation Date:</b>	01/07/2019 01/07/2020 01/07/2021		
<b>Contract Director:</b>	S Reyneke-Naude D Arison	<b>Contract Owner:</b>	E Hooneberg J van Asperen		
<b>CONTRACT PERIOD:</b>					
<b>Implementation date:</b>	01 July 2019	<b>End date:</b>	30 June 2022	<b>Period:</b>	36 months

Description	Measurement	2018/2019 Price (Excl. VAT)	2018/2019 Price (Incl. VAT)
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Service Level Agreement / License Fee	Monthly	R 13 334.02	R 15 334.12
Tracing (no trace no fee) - Normal Person	Per trace	R 170.46	R 196.03
Tracing (no trace no fee) - Company director	Per trace	R 181.46	R 208.68
System generated SMS	Per SMS	R 1.32	R 1.52
Adhoc visits	Per hour	R 406.91	R 467.94
Remote dial in	Per hour	R 131.97	R 151.77
Travel (to max of 500km per trip)	Per km	R 5.50	R 6.32
Accommodation	Per night for one person	R 964.48	R 1 109.15
System upgrades	Once off installation fee	R 21 994.99	R 25 294.24

1.3.4.1 That the contract be amended to include a condition to the effect that the Overstrand Municipality may terminate the agreement at any time with six months written notice.

1.3.4.2 That it be noted that this amendment is subject to Council considering the reasons for the proposed amendment of the contract and resolving to consent to the amendment of the contract.

1.3.5 SC1327(vi)/2013

<b>Service Provider / Supplier:</b>	Ignite Advisory Services			<b>SCM Supplier #</b>	793	
<b>Service / Goods Provided:</b>	Software used to manage the Integrated Development Plan, the Service Delivery and Budget Implementation plan and individual performance management.					
<b>Vote:</b>	<b>Item Description</b>	OperCost:Ext Comp Serv- Software Licenc	Business and Financial Management	ConsServ:Human Resources	<b>Cost Code</b>	N/A
	<b>Cost Account</b>	1066022212000 0	10650200750000	10650200750000		
	<b>Business Key</b>	2017052507844 4	20170525079029	20170525079029		
<b>Amount (Excl. VAT):</b>	Rates as per schedule below				<b>Contingency:</b>	N/A
<b>Escalation Percentage:</b>	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))		<b>Escalation Date:</b>	01/07/2019 01/07/2020 01/07/2021		
<b>Contract Director:</b>	D Arrison		<b>Contract Owner:</b>	R Louw L Buccianeri J van Asperen		
<b>CONTRACT PERIOD:</b>						
<b>Implementation date:</b>	01 July 2019	<b>End date:</b>	30 June 2022	<b>Period:</b>	36 months	

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Description	Measurement	2018/2019 Price (Excl. VAT)	2018/2019 Price (Incl. VAT)
Data management fee	Monthly	R 1 145.00	R 1 316.75
SDBIP subscription fees	Monthly per user	R 117.00	R 134.55
iComply user fees	Monthly per user	R 96.13	R 110.55
iRisk user fees	Monthly per user	R 92.30	R 106.15
iPerform user fees	Monthly	R 3 445.00	R 3 961.75
SDBIP conformance review	1 per annum	R 26 393.99	R 30 353.09
Hands-on support (incl travelling costs)	3 days per annum	R 32 992.49	R 37 941.36
Ad-hoc training (incl travelling costs)	2 days per annum	R 21 994.99	R 25 294.24
Additional development required by the municipality on ad-hoc basis	Per hour	R 824.81	R 948.53

1.3.5.1 That the contract be amended to include a condition to the effect that the Overstrand Municipality may terminate the agreement at any time with six months written notice.

1.3.5.2 That a suspensive condition be embodied in the contract to be entered into with Ignite Advisory Services to the effect that no rights will accrue to the service provider until such time as the latest assessment and proof of payment or a Letter of Good Standing from the Compensation Commissioner is provided to the SCM Unit.

1.3.5.3 That it be noted that this amendment is subject to Council considering the reasons for the proposed amendment of the contract and resolving to consent to the amendment of the contract.

1.3.6 SC1327(ix)/2013

<b>Service Provider / Supplier:</b>		Payday Software Systems (Pty) Ltd			<b>SCM Supplier #</b>	746
<b>Service / Goods Provided:</b>		Human Resources Management and Payroll Business System				
<b>Vote:</b>	<b>Item Description</b>	Ext Comp Serv- Software Licence	OperCost:Ext Comp Serv-Special CompSer	ConsServ:Human Resources	<b>Cost Code</b>	N/A
	<b>Cost Account</b>	1066022212 0000	10190222130000	10650200750000		
	<b>Business Key</b>	2017052507 8444	20170525078884	20170525079029		
<b>Amount (Excl. VAT):</b>		Rates as per schedule below			<b>Contingency</b>	N/A
<b>Escalation Percentage:</b>	CPI + 2% to a maximum of 10% (CPI of May preceding the escalation date to be used as per STATS SA. Headline consumer price		<b>Escalation Date:</b>		01/07/2019 01/07/2020 01/07/2021	

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	index (CPI for all urban areas)				
<b>Contract Director:</b>	S Reyneke-Naude D Arrison	<b>Contract Owner:</b>	H Vorster L Buchlanerl J van Asperen		
<b>CONTRACT PERIOD:</b>					
<b>Implementation date:</b>	01 July 2019	<b>End date:</b>	30 June 2022	<b>Period :</b>	36 months

Description	2018/2019 Price (Excl. VAT)	2018/2019 Price (Incl. VAT)
Licence fees 1 July '19 - 30 June '22 (existing modules) per annum	R 150 566.76	R 173 151.79
SLA (including logistical costs) for fixed monthly visits - per annum	R 86 400.00	R 99 360.00
AcuCobol Additional users per user per annum	R 627.01	R 721.06
Consultation rate - per hour	R 679.55	R 781.48
Additional development - rate per hour	R 1 064.99	R 1 247.74
Integration - rate per hour	R 679.55	R 781.48
Project management - rate per hour	R 679.55	R 781.48
Database management - not applicable	n/a	n/a
Testing and Configuration - rate per hour	R 679.55	R 781.48
Manager training - rate per hour	R 679.55	R 781.48
Super user training - rate per hour	R 679.55	R 781.48
Handholding - rate per hour	R 679.55	R 781.48
Logistical costs - per person per night		
Accommodation	R 1 027.89	R 1 182.07
Subsistence	R 376.89	R 443.43
Travel - rate per hour	R 679.55	R 781.48
Training courses (per delegate per course):		
System administrator	R 5 823.56	R 6 697.09
Leave Module	R 3 369.19	R 3 874.57
Basic report writer	R 3 369.19	R 3 874.57
Skills module	R 2 369.85	R 2 725.33
HR module	R 2 369.85	R 2 725.33
Equity module	R 2 369.85	R 2 725.33
Principles of payroll	R 5 025.23	R 5 779.01
Tax calculation	R 2 303.61	R 2 649.15
Formula writing	R 2 369.85	R 2 725.33
IRP5 tax seminar	R 2 854.10	R 3 282.22
IRP5 practical workshop	R 2 854.10	R 3 282.22

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1.3.6.1 That the contract be amended to include a condition to the effect that the Overstrand Municipality may terminate the agreement at any time with six months written notice.

1.3.6.2 That it be noted that this amendment is subject to Council considering the reasons for the proposed amendment of the contract and resolving to consent to the amendment of the contract.

1.3.7 SC1327(iv)/2013

<b>Service Provider / Supplier:</b>		Water Management Services CC				<b>SCM Supplier #</b>	36
<b>Service / Goods Provided:</b>		Business system through which the maintenance of all property and infrastructure assets in the municipality is done					
<b>Vote :</b>	<b>Item Description</b>	Ext Comp Serv-Software Licence	Contracted Services: Project Management	ConServ:Project Management	ConsServ:Project Management	<b>Cost Code</b>	N / A
	<b>Cost Account</b>	106602222120000	10510200790000	12250200790000	10740200790000		
	<b>Business Key</b>	20170525078444	20170525078367	20170525078447	20180705059780		
<b>Amount (Excl. VAT):</b>		Rates as per schedule below				<b>Contingency :</b>	N / A
<b>Escalation Percentage:</b>	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))			<b>Escalation Date:</b>		01/07/2019 01/07/2020 01/07/2021	
<b>Contract Director:</b>	R Williams S Müller D Arrison N Michaels			<b>Contract Owner:</b>		M Bartman L Smith L Coetzee J van Asperen	
<b>CONTRACT PERIOD:</b>							
<b>Implementation date:</b>	01 July 2019	<b>End date:</b>	30 June 2022	<b>Period:</b>	36 months		

Description	Measurement	2018/2019 Price (Excl. VAT)	2018/2019 Price (Incl. VAT)
Monthly Cost (Support)	12 days per month @ R8 591.67 per day for 12 months	R 1 289 040.48	R 1 482 396.55
Software updates license fees	Per annum	R 200 404.86	R 210 425.11

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HandyMAN Devices (Job Control) with App Installed	Once-off	R 6 999.00	R 7 978.86
HandyMAN Supervisor Device 7" with App Installed	Once-off	R 8 999.00	R 10 258.86
HandyMAN Field Collection Device with App Installed	Once-off	R 14 500.00	R 16 530.00
HandyMAN Devices (Job Control) with App Installed	License fee per annum	R 699.00	R 796.86
HandyMAN Supervisor Device 7" with App Installed	License fee per annum	R 699.00	R 796.86
HandyMAN Field Collection Device with App Installed	License fee per annum	R 900.00	R 1 026.00
eMIS SMS System (Software and HardWare)	Once-off	R 24 500.00	R 27 930.00
eProCapMAN (Capital Planning)	Once-off	R 100 000.00	R 114 000.00
eProjectMAN (Project Management)	Once-off	R 100 000.00	R 114 000.00
eMIS Cross Platform Reporting Services	Once-off	R 25 000.00	R 28 500.00
eMIS SMS System (Software and HardWare)	Per SMS per month	R 0.31	R 0.35
eProCapMAN (Capital Planning)	Per month	R 85 000.00	R 96 900.00
eProjectMAN (Project Management)	Per month	R 85 000.00	R 96 900.00
eMIS Cross Platform Reporting Services	Per month	R 5 000.00	R 5 700.00
eMIS SMS System (Software and HardWare)	License fee per annum	R 2 000.00	R 2 280.00
eMIS Cross Platform Reporting Services	License fee per annum	R 8 000.00	R 9 120.00

- 1.3.7.1 That the contract be amended to include a condition to the effect that the Overstrand Municipality may terminate the agreement at any time with six months written notice.
- 1.3.7.2 The Overstrand Municipality reserves the right to reduce the number of onsite support days with 30 days written notice.
- 1.3.7.3 That a suspensive condition be embodied in the contract to be entered into with Water Management Services CC to the effect that no rights will accrue to the service provider until such time as the latest assessment and proof of payment or a Letter of Good Standing from the Compensation Commissioner is provided to the SCM Unit.
- 1.3.7.4 That it be noted that this amendment is subject to Council considering the reasons for the proposed amendment of the contract and resolving to consent to the amendment of the contract.

Minutes of the Proceedings of a special meeting of the Bid Adjudication Committee held in the SCM Committee Room, Hermanus, on Monday, 24 June 2019 at 14:00.

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4.1 CONTRACT NO. SC 1327/2013:      PROPOSED AMENDMENT: "BYTES SYSTEMS INTEGRATION A DIVISION OF ALTRON TMT (PTY) LTD; WATER MANAGEMENT SERVICES CC; BUSINESS ENGINEERING (PTY) LTD; IGNITE ADVISORY SERVICES; PAYDAY SOFTWARE SYSTEMS (PTY) LTD; GEODEBT SOLUTIONS CC.

Certified as correct by:

  
\_\_\_\_\_  
Mr. C Le Roux  
Acting Deputy Director: Finance & SCM

26 June 2019  
\_\_\_\_\_  
Date

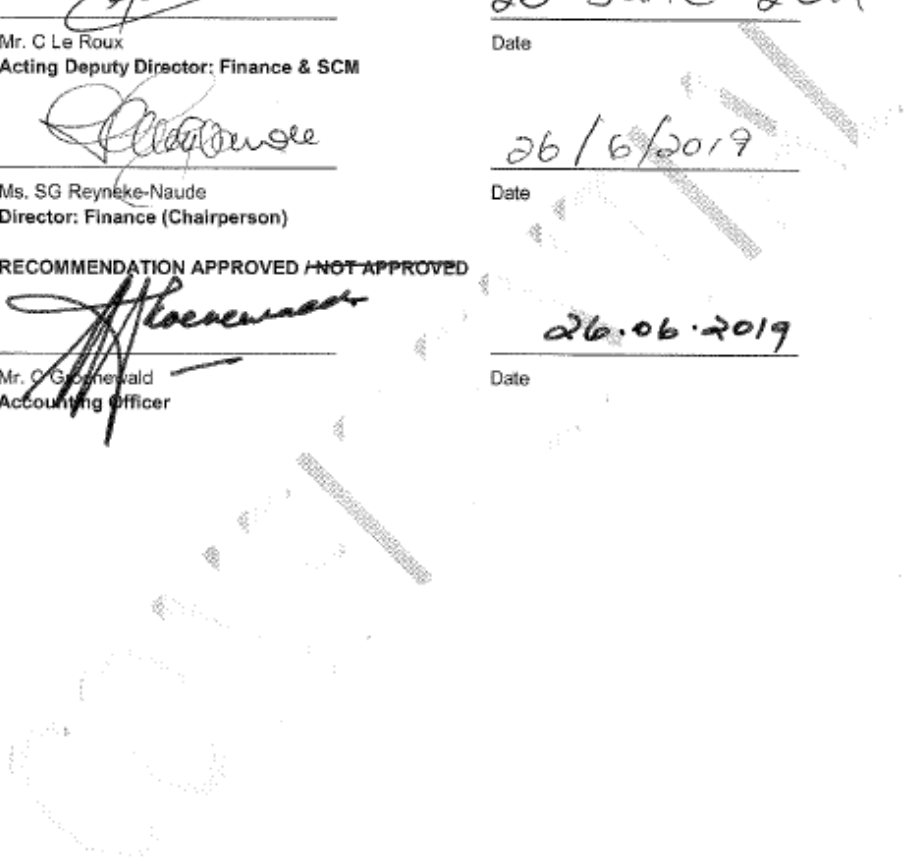
  
\_\_\_\_\_  
Ms. SG Reyneke-Naude  
Director: Finance (Chairperson)

26/6/2019  
\_\_\_\_\_  
Date

RECOMMENDATION APPROVED /NOT APPROVED

  
\_\_\_\_\_  
Mr. O Groenewald  
Accounting Officer

26.06.2019  
\_\_\_\_\_  
Date





Minutes of the Proceedings of a special meeting of the Bid Adjudication Committee held in the SCM Committee Room, Hermanus, on Monday, 24 June 2019 at 14:00.

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Certified as correct at the Bid Adjudication Committee Meeting held on \_\_\_\_\_

\_\_\_\_\_  
Mr. C Le Roux  
Deputy Director: Finance & SCM

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ms. SG Reyneke-Naude  
Director: Finance (Chairperson)

\_\_\_\_\_  
Date

The meeting adjourned at: 15:00

Minutes compiled by: Ms. S Immelman

**Distribution:**

**Creditors:** Mr. C Oppelt

**Contract Management:** Mr. C Roets

**Responsible Officials:** Ms. E Hooneberg  
Ms. H van Tonder  
Ms. L Bucchianeri  
Mr. H Vorster  
Ms. R Louw  
Mr. T Steenberg  
Mr. L Coetzee  
Mr. L Smith  
Ms. J van Asperen



Navrae :  
Enquiries : S. Reyneke-Naude

Lêerverwysing :  
File Reference :

Datum :  
Date : 15 May 2019



KANTOOR VAN DIE DIREKTEUR: FINANSIES  
OFFICE OF THE DIRECTOR: FINANCE

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## MEMORANDUM

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TO: CHRISTO ROETS  
MANAGER CONTRACTS & LOGISTICS

**APPOINTMENT OF ACTING DEPUTY DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT**

You are hereby authorised to act as Deputy Director: Finance & Supply Chain Manager from 16 May to May to 21 May 2019.

**SANTIE REYNEKE-NAUDE**  
DIRECTOR: FINANCE

I hereby accept the appointment as Deputy Director: Finance & Supply Chain Manager from 16 May to May to 21 May 2019.

**CHRISTO ROETS**  
MANAGER CONTRACTS & LOGISTICS

**MEMORANDUM**

KANTOOR VAN DIE DIREKTEUR: INFRASTRUKTUUR EN BEPLANNING  
OFFICE OF THE DIRECTOR: INFRASTRUCTURE AND PLANNING

**FROM :** STEPHEN MÜLLER  
*Director: Infrastructure & Planning*

**TO :** ALD DUDLEY COETZEE  
*Executive Mayor*

**DATE :** 13 May 2019

**RE :** **APPOINTMENT OF ACTING DIRECTOR: INFRASTRUCTURE & PLANNING**

Section 56(1)(a)(ii) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended by section 3 of the Local Government: Municipal Systems Amendment Act, 2011 (Act 7 of 2011) with effect from 5 July 2011, provides as follows:

"A municipal council, after consultation with the municipal manager, must appoint-

- (i) .....
- (ii) *an acting manager directly accountable to the municipal manager under circumstances and for a period as prescribed."*

Council resolved on 1 June 2011 *inter alia* as follows:

"Item 7: DELEGATED POWERS TO EXECUTIVE MAYOR

RESOLVED (UNANIMOUSLY)

1. *that the Principles and Conditions of Delegation, pages 30-36 to item 7 which served before Council on 1 June 2011, be re-confirmed; and*
2. *that all powers not reserved by law for full council, be delegated to the executive mayor."*

The Director: Infrastructure and Planning will be out of office from 15 May to 17 May 2019. It is recommended that you appoint Mr Hanré Blignaut, Deputy Director: Engineering Planning as Acting Director: Infrastructure and Planning in terms of your Delegated Powers referred to above.


  
SU Müller  
DIRECTOR: INFRASTRUCTURE & PLANNING

Recommendation approved / ~~not approved~~ / approved with the following amendments:

  
C GROENEWALD  
MUNICIPAL MANAGER

14/5/2019

Recommendation approved / ~~not approved~~ / approved with the following amendments:

  
ALD DUDLEY COETZEE  
EXECUTIVE MAYOR

14/5/2019

Minutes of the Proceedings of a meeting of a Bid Adjudication Committee held in the SCM Committee Room, Hermanus, on Friday, 17 May 2019 at 08:00.

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Minutes of the Proceedings of a meeting of a Bid Adjudication Committee, held in the SCM Committee Room, Hermanus at 08:00 on Friday, 17 May 2019.

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**OFFICIALS PRESENT:**

**Committee Members:**

Ms. SG Reyneke-Naude	Director: Finance (Chairperson)
Ms. D Arrison	Director: Management Services
Mr. R Williams	Director: Community Services
Mr. H Blignaut	Acting Director: Infrastructure and Planning
Mr. S Madikane	Director: Economic Development & Tourism
Mr. N Michaels	Director: Protection Services
Mr. C Roets	Acting Deputy Director: Finance & SCM

**Technical Advisors:**

Mr. I Witbooi	Manager: Demand & Procurement
Mr. R de Jager	Senior Administrative Officer: SCM
Ms. S Immelman	Principal Clerk: SCM
Mr. E Hooneberg	Senior Manager: Income
Mr. D Hendriks	Senior Manager: Engineering Services

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Minutes of the Proceedings of a meeting of a Bid Adjudication Committee held in the SCM Committee Room, Hermanus, on Friday, 17 May 2019 at 08:00.

## 6. ADJUDICATION OF TENDERS:

6.1 TENDER NO. SC 1961/2019: PROVISION AND ADMINISTRATION OF AN ELECTRICITY PREPAYMENT VENDING SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2022

The Director: Finance, Ms. SG Reyneke-Naude vacated the chair as chairperson and as a member of the Bid Adjudication Committee and the Director: Management Services, Ms. D Arrison acted as chairperson for the duration of the adjudication of tender no. SC 1961/2019.

Upon a proposal by the Director: Protection Services, Mr. N Michaels duly seconded by the Director: Economic Development & Tourism, Mr. S Madikane it was

### RESOLVED TO RECOMMEND TO THE ACCOUNTING OFFICER:

- 1.1 that as they scored the highest points in terms of Council's Preferential Procurement Policy preference point system, Tender No. SC 1961/2019: PROVISION AND ADMINISTRATION OF AN ELECTRICITY PREPAYMENT VENDING SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2022 be awarded to:

Service provider / supplier:	Ontec Systems (Pty) Ltd	SCM supplier #	201
Service / goods provided:	Provision and Administration of an Electricity Prepayment Vending System		
Vote:	Item description	Operational Cost: Commission Prepaid Electricity	
	Cost account	10200221740000	Business key 20170525078640
Amount (Incl. VAT):	Rates as per schedule below	Contingency:	
Amount in words:	Rates as per schedule below		
Escalation percentage:	n/a	Escalation date:	n/a
Contract owner:	SG Reyneke-Naude	Contract champion:	EM Hooneberg
CONTRACT PERIOD:			
Implementation date:	2019/07/01	End date:	2022/06/30
		Period:	36 months

SCHEDULE OF RATES – ONTEC SYSTEMS (PTY) LTD			
SC 1961/2019: provision and administration of an electricity vending system for a contract period ending 30 June 2022			
Item	Description	Unit of measurement	Rate per month (Incl. VAT)
<b>1</b>	<b>ONCE OFF FIXED COST:</b>		
1.1	System set-up and training	Once-off	0.00
1.2	Implementation	Once-off	0.00
	Sub Total		0.00
<b>2</b>	<b>MONTHLY FIXED COST</b>		
2.1	Licence/Usage Fee	Monthly	0.00
2.2	Back-up Vending Disaster Management	Monthly	0.00
	Sub Total		0.00
<b>3</b>	<b>VARIABLE COST</b>		
<b>3.1</b>	<b>Vending</b>		
3.1.1	Transaction Fee (%)	Monthly	3.22%
3.1.2	Free Basic (50kWh) Electricity Transaction Fee	Monthly	0.00
<b>3.2</b>	<b>Bank Charges</b>		
3.2.1	Banking Fees - Cash transactions	Per month	Actual cost upon proof submitted by Ontec Systems (Pty) Ltd

**Minutes of the Proceedings of a meeting of a Bid Adjudication Committee held in the SCM Committee Room, Hermanus, on Friday, 17 May 2019 at 08:00.**

			Actual cost upon proof submitted by Ontec Systems (Pty) Ltd
3.2.2	Credit Card	Per month	
<b>3.3</b>	<b>Support Cost</b>		
3.3.1	Rate per call out - All Inclusive	Per annum	0.00
3.3.2	Rate per call out - After hours - All Inclusive	Per annum	0.00
<b>3.4</b>	<b>Other Costs (on going)</b>		
3.5	Additional development		0.00
3.6	Integration		0.00
3.7	Project Management		0.00
3.8	Database Management		0.00
3.9	Testing and Configuration		0.00
3.10	Training		0.00
3.11	Manager Training		0.00
3.12	Hand-holding		0.00

- 1.2 In terms of Regulation 51 of the Municipal Supply Chain Management Regulations, the total revenue to the service provider per annum as total compensation for all obligations in terms of this contract be capped at:  
Year 1: R5 600 000.00, Year 2: R6 000 000.00 and Year 3: R6 400 000.00
- 1.3 That it be noted that Ontec Systems (Pty) Ltd confirmed that they will contribute 1% of their total revenue value over the contract period towards Early childhood Development.

Certified as correct by:

  
Mr. C Roets  
Acting Deputy Director: Finance & SCM

17-05-2019  
Date

  
Ms. D Arrison  
Director: Management Services (Chairperson)



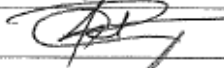


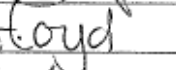
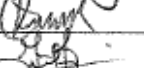



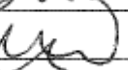

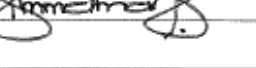


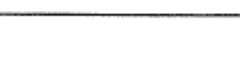
17-05-2019  
Date

RECOMMENDATION APPROVED / ~~NOT APPROVED~~

  
Mr. C Groenewald  
Accounting Officer

17.5.2019  
Date

## APPENDIX 1

 MUNISIPALITEIT <span style="margin-left: 100px;">MUNICIPALITY</span>		
* Continuation of meeting of 2019/06/27 <b>BID ADJUDICATION COMMITTEE MEETING</b>		
ATTENDANCE REGISTER & UNDERTAKING OF CONFIDENTIALITY AND IMPARTIALITY		
Date: <u>2019.06.28</u>		
I, the undersigned, hereby declare:		
<ul style="list-style-type: none"> <li>• that all information, documentation and decisions regarding any matter before the committee are confidential and undertake not to make known anything in this regard</li> <li>• that I will treat all providers and potential providers equitably and will not purposefully favour or prejudice anybody</li> <li>• that I will make known details of any private or business interest which I, or any close family member, partner or associate may have in any proposed procurement or disposal process of, or in any award or contract and that I will immediately withdraw from participating in any manner whatsoever</li> </ul>		
NAME	DEPARTMENT / SECTION MUNICIPALITY	SIGNATURE
SJ. Reynolds-Nance	Finance	
Clint Le Roux	SCM	
S Müller	Intra x Plan	
D. Lokay	Community Services	
M.S. Michaels	Trial News	
F. Lloyd	Cape Whale Coast Tourism	
L. SMIT	Protection Services	
Fred Frans	Housing	
Ivin Witsedi	SCM	
Christo Roets	SCM	
Richard Amis	Social Development	
Desiree ARISON	Man Serv	
Noluthando Zwani	Communications	
Nawie Essau	Protection Service	
S. Immelman	SCM	

cel



**MEMORANDUM**KANTOOR VAN DIE DIREKTEUR: GEMEENSAPSDIENSTE  
OFFICE OF THE DIRECTOR: COMMUNITY SERVICES

**TO :** ALD DUDLEY COETZEE  
*Executive Mayor*

**Date :** 23 May 2019  
**Reference :** 4/5/2/2

**FROM :** RODERICK WILLIAMS  
*Director: Community Services*

**cc :** Chief Financial Officer  
Director: Management Services  
Area Manager: Kleinmond

**RE :** APPOINTMENT OF ACTING DIRECTOR: COMMUNITY SERVICES

Section 56(1)(a)(ii) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended by section 3 of the Local Government: Municipal Systems Amendment Act, 2011 (Act 7 of 2011) with effect from 5 July 2011, provides as follows:

"A municipal council, after consultation with the municipal manager, must appoint-

- (i) .....
- (ii) an acting manager directly accountable to the municipal manager under circumstances and for a period as prescribed."

Council resolved on 12 August 2016 *inter alia* as follows:

"Item 7: DELEGATED POWERS TO EXECUTIVE MAYOR

RESOLVED (UNANIMOUSLY)

1. that the Principles and Conditions of Delegation which served before Council on 28 May 2015, be reconfirmed; and
2. that all powers not reserved by law for full Council, be delegated to the Executive Mayor.

The Director: Community Services will be on annual leave from Friday, 21 June 2019 till Sunday, 07 July 2019. It is recommended that you appoint Mr Desmond Lakey, Area Manager: Kleinmond as Acting Director: Community Services for this period, in terms of your Delegated Powers referred to above.

Yours sincerely,

**R WILLIAMS**  
DIRECTOR: COMMUNITY SERVICES

Recommendation approved / ~~not approved~~ / approved with the following amendments:

**C GROENEWALD**  
MUNICIPAL MANAGER

23/5/2019

Recommendation approved / ~~not approved~~ / approved with the following amendments:

**ALD DUDLEY COETZEE**  
EXECUTIVE MAYOR

27/5/2019

cd

Office of the  
Director: Economic, Social  
and Tourism Development

## MEMORANDUM

Kantoor van die  
Director: Economic, Social  
and Tourism Development

e-mail: smadikane@overstrand.gov.za

Tel: 028 – 313 8066

Fax: 086 568 9726

The Executive Mayor

### APPOINTMENT OF ACTING DIRECTOR: ECONOMIC AND SOCIAL DEVELOPMENT AND TOURISM

Section 56(1)(a)(ii) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended by section 3 of the Local Government: Municipal Systems Amendment Act, 2011 (Act 7 of 2011) with effect from 5 July 2011, provides as follows:

"A municipal council, after consultation with the municipal manager, must appoint-

- (i) .....
- (ii) an acting manager directly accountable to the municipal manager under circumstances and for a period as prescribed."

Council resolved on 1 June 2011 *inter alia* as follows:

"Item 7: DELEGATED POWERS TO EXECUTIVE MAYOR

RESOLVED (UNANIMOUSLY)

1. that the Principles and Conditions of Delegation, pages 30-36 to item 7 which served before Council on 1 June 2011, be re-confirmed; and
2. that all powers not reserved by law for full council, be delegated to the executive mayor."


The Director: Economic, Social and Tourism Development will be out of the office from 27 June 2019 till 02 July 2019. It is recommended that you appoint Mr. Gerhard Smit Manager – Social Development as Acting Director: Economic, Social and Tourism Development for this period, in terms of your Delegated Powers referred to above. [Gerhard Smit: [gsmit@overstrand.gov.za](mailto:gsmit@overstrand.gov.za) W: 028 313 8035 C: 083 564 9089]



26, 06 /2019

Solomon Madikane  
Director: Economic and Social Development and Tourism


Recommendation approved / not approved / approved with the following amendments:



C GROENEWALD  
MUNICIPAL MANAGER

26, 6 /2019

Recommendation approved / not approved / approved with the following amendments:



ALD DUDLEY COETZEE  
EXECUTIVE MAYOR

26, 6 /2019

PO Box 20  
HERMANUS  
7200

Posbus 20  
HERMANUS  
7200

CLP

Minutes of the Proceedings of a meeting of a Bid Adjudication Committee held in the SCM Committee Room, Hermanus, on Friday, 28 June 2019 at 12:00.

**6.2 TENDER NO. SC 1970/2019: 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**

The Director: Management Services, Ms. D Arrison and the Acting Director: Economic & Social Development & Tourism: Mr. G Smit vacated his chair as committee member of the Bid Adjudication Committee for the duration of the adjudication of this item.

Upon a proposal by the Director: Protection Services, Mr. N Michaels duly seconded by the Acting Director: Community Services, Mr. D Lakey it was

**RESOLVED:**

- 1.1 that as they scored the highest points in terms of Council's Preferential Procurement Policy preference point system, **Tender No. SC1970/2019: 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** be awarded to:

<b>Service provider / supplier:</b>	Max Internet Technologies CC t/a Maxitec	<b>SCM supplier #</b>	684
<b>Service / goods provided:</b>	Provision of services to host, maintain, possibly re-design and upgrade the website of the Overstrand Municipality		
<b>Vote:</b>	<b>Item description</b> Communication: Operational Cost: Corporate & Municipal activities		
	<b>Cost account</b> 10090221470000	<b>Business key</b>	2018075060637
<b>Vote:</b>	<b>Item description</b> Tourism: Operational Cost: Corporate & Municipal activities		
	<b>Cost account</b> 11120221470000		2018075060641
<b>Amount (Excl. VAT):</b>	As per the schedule in clause 14.3 below	<b>Contingency:</b>	n/a
<b>Amount in words:</b>	As per the schedule in clause 14.3 below		
<b>Escalation percentage:</b>	6% per annum	<b>Escalation date:</b>	01 July 2020 and 01 July 2021.
<b>Contract Director(s):</b>	D Arrison & S Madikane	<b>Contract Owner(s):</b>	N Zweni & F Lloyd
<b>CONTRACT PERIOD:</b>			
<b>Implementation date:</b>	1 July 2019 or date of signing contract whichever is last	<b>End date:</b>	30 June 2022
		<b>Period:</b>	36 months or part thereof

- 1.2 That in terms of the prescriptive provisions of Regulation 45 of the Supply Chain Management Regulations, it be disclosed in the notes to the annual financial statements that:

the spouse of JJ Steenekamp in his capacity as director of Max Internet Technologies CC t/a Maxitec is in the service of Overstrand Municipality, the details of which is set out below:

Name: Ms R Steenekamp  
Capacity: Media Liaison and Social Media Liaison Officer  
Amount of award: Rates based

Minutes of the Proceedings of a meeting of a Bid Adjudication Committee held in the SCM Committee Room, Hermanus, on Friday, 28 June 2019 at 12:00.

1.3

SCHEDULE OF UNIT RATES			
#	Description	Measure of Unit	Price / Rate per Unit (incl. VAT)
1	Host website – Overstrand - Storage (space) - Traffic - Back-up - Site management - Domain administration - Content management - Domain registration/renewal - Security - Hosted database - Reporting, - Etc. (as per scope)	Per month	R 3 000.00
2	Host website – Whale Coast - Storage (space) - Traffic - Back-up - Site management - Domain administration - Content management - Domain registration/renewal - Security - Hosted database - Reporting - Etc. (as per scope)	Per month	R 1 600.00
3	Host website – Additional website should it be required - Storage (space) - Traffic - Back-up - Site management - Domain administration - Content management - Domain registration/renewal - Security - Hosted database - Reporting, - Etc. (as per scope)	Per month	R 1 600.00
4	Additional hosting space (per unit of 10GB)	Ad-hoc	R 260.00
5	Domain registration – Top Level	Ad-hoc	co.za R260.00 com + other R 350.00
6	Domain renewals (per website) – Top Level	Per annum	co.za R 160.00 com + other R 350.00
7	Domain registration – Sub-domain	Ad-hoc	Free
8	Domain renewals (per website) – Sub-domain	Per annum	Free
9	SSL Certificate registration/annual fee	Per annum	R 5400.00
10	Maintenance of existing website - Overstrand	Per month	R 12 000.00
11	Maintenance of existing website – Whale Coast	Per month	R 1600.00
12	General Support	Adhoc – price per hour	R 250.00
13	On-site Support	Adhoc – price per hour	R 350.00
14	Emergency / After-hours Support	Adhoc – price per hour	R 800.00
15	Design, development, project management and testing and reporting of new/existing functionality etc.	Adhoc – price per hour	R 400.00
16	Training (including documentation)	Adhoc – price per hour	R 600.00

Minutes of the Proceedings of a meeting of a Bid Adjudication Committee held in the SCM Committee Room, Hermanus, on Friday, 28 June 2019 at 12:00.

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6.2 TENDER NO. SC 1970/2019: 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

Certified as correct by:

  
\_\_\_\_\_  
Mr. C Le Roux  
Acting Deputy Director: Finance & SCM

28 June 2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ms. SG Reyneke-Naude  
Director: Finance (Chairperson)

28/6/2019  
\_\_\_\_\_  
Date

DECLASSIFIED