

7.

**PROPOSED AMENDMENT: SC1701C/2016 - SOFTWARE AND WEBSITE FOR CARAVAN PARK / CAMPING RESERVATIONS FOR A CONTRACT PERIOD ENDING 30 JUNE 2025****C Johnson  
05 April 2023****Senior Manager: Systems Development****(028) 313 8190****1. Executive Summary**

The purpose of this report is to provide the necessary information and motivation for the proposed amendment of Contract SC1701C/2016: SOFTWARE AND WEBSITE FOR CARAVAN PARK / CAMPING RESERVATIONS, in terms of the enabling provisions of Section 116 (3) (a) and (b) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), in order to enable Council to take an informed decision when considering the request for the amendment of the contract.

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

Directorate: Community Services  
 Department: Senior Manager: Hermanus Administration, Senior Manager: Kleinmond Administration and Senior Manager: Gansbaai/Stanford Administration.  
 Directorate: Management Services  
 Department: ICT

**3. Compliance with Strategic Priority**

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

**4. Delegated Authority**

None

**5. Legal Requirements**

Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA)  
 Overstrand Municipality Supply Chain Management Policy, as amended  
 Overstrand Municipality Contract Management Policy, as amended

**6. Background/Discussion****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.”

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.

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, going forward, are empowered to do so in the most appropriate manner. In this regard it is advised that, given the requirement to comply with the Standard Chart of Accounts for Local Government Regulations, 2014 (mSCOA Regulations) with effect from 1 July 2017, and the recently articulated business processes, municipalities are advised to:

1. Avoid wasting public funds on unnecessary and fruitless ICT and internal control system changes.
2. 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

3. 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 priority. Compliance with the business processes, as envisaged and specified in Annexure B of MFMA Circular No. 80.

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. If a material upgrade or change to the existing package of systems are indeed warranted and cannot practically be”.

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 Discussion**

### **6.2.1 Contractual Considerations with Service Providers**

It is proposed that the contract terminating on 30 June 2023, be amended to remain in effect for a period of two financial years from 2023/2024 to 2024/2025, 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 considering the strategic intent and requirement to be 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 two 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.

**6.2.2 Section 116(3) process**

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

*“116(3) A contract or agreement procured through the supply chain management policy of a municipality or municipal entity may be amended by the parties, but only after-*

*(a) the reasons for the proposed amendment have been tabled in the council of the 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.”*

The proposed amendment of Contract SC1701C/2016 was advertised for public comment as follows:

Date of Advertising: 30 November 2022.

Method of Advertising: Overstrand Herold, Gans-Berg News, Hermanus Times & Overstrand Municipality Website.

Closing Date for comments: 27 January 2023.

No comments were received by the closing date of 27 January 2023.

Section 116(3) should however be read together with MFMA Circular No. 73 issued by National Treasury, May 2013. In terms of the said circular, **the following power/duty was conferred to Council** which is cited as follows: (Emphasis added) “Considering the reasons for the proposed amendment of a contract or agreement and any representations that may have been received regarding the proposed amendment of a contract or an agreement procured through the supply chain management policy of the municipality and deciding whether to consent to the amendment of the contract or agreement.” (Emphasis added)

It is recommended that contract SC1701C/2016 with CIMSO Business Solutions Africa (Pty) Ltd be amended, to allow for the services for the software and website for caravan park/camping reservations.

**7. Financial Implications****Source of funding:****Operational Budget**

<b>SCOA Description</b>	<b>SCOA Cost Account</b>	<b>SCOA Business Key</b>		
OperCost:Ext Comp Serv- Software Licence	1066022212 0000	2021062909 4354	<b>2023/2024</b>	<b>2024/2025</b>
Budget Provision (excluding VAT)			R 6 314 723.00	R 6 615 303.00
Balance Available (excluding VAT)			R 6 314 723.00	

Expenditure on proposed amendment (excluding VAT)	R 246 109,84	R 258 415,33
Total estimated expenditure on SC1701D/2016 inclusive of all variations/extensions (excl. VAT)	R 246 109,84	R 258 415,33

**8. Staff Implications**

None

**9. Comments from other Departments, Divisions and Administrations****Supply Chain Management**

All verifications in terms of the administrative requirements of the Supply Chain Management policy have been undertaken and the Supply Chain Management Unit is satisfied that CIMSO Business Solutions Africa (Pty) Ltd complies in all respects.

A compliance check in terms of the Supply Chain Management Policy has been undertaken and verified on 2023/03/03. The Supply Chain Management Unit is satisfied that CIMSO Business Solutions Africa (Pty) Ltd complies in all respects.

The Supply Chain Management Unit supports the proposed amend of contract no. SC1701C/2016.

**Contract Management**

It is confirmed that contract SC1701C/2016 is still active and the proposed amendment of the contract is supported.

This is the third amendment to the existing contract, and a Section 116 (3) process as required by the MFMA has been followed.

The successful amendment of this contract is subject to Council's consent to the proposed amendment of this contract

**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 Checklist
- Annexure D: Minutes and Attendance register of ICT Steering Committee
- Annexure E: BAC Minutes of 24 March 2023

**RECOMMENDATION TO THE COUNCIL:**

1. that **cognisance be taken** that no representations were received from the local community against the intention to amend contract SC1701C/2016; and
2. that **cognisance be taken** of the reasons for the proposed amendment of **Contract SC 1701C/2016: Services for the Software and Website for Caravan Park / Camping Reservations**, in terms of the enabling provisions of Section 116 (3) (a) and (b) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), and that the amendment be consented to.

**RESPONSIBLE OFFICIAL :****C JOHNSON****TARGET DATE FOR IMPLEMENTATION :****1 JULY 2023**

NOTICE	KENNISEGWING	ISAZISO
<p><b>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 THE EXISTING AGREEMENTS WITH ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE (ESRI SA) FOR SC1793A/2017: ENTERPRISE LICENCE SERVICES (ELA) LICENSING FEE AND SC1634B/2015: PROVISION OF GEOGRAPHICAL INFORMATION SYSTEM SERVICES (GIS)(SLA)</b></p> <p>Notice is hereby given in terms of Section 116 (3) (a) and (b) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) that it is the intention of the Overstrand Municipality to amend the existing contracts with ESRI SA. The proposed amendment of the contracts is to provide for the extension of software licences and support services, for a period of two years effectively from 1 July 2023 to 30 June 2025.</p> <p>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, 21 January 2023 at 12:00.</p> <p>Comments or representations must be submitted in a sealed envelope clearly endorsed "SC1793A/2017 and/or SC1634B/2015: COMMENTS ON NOTICE OF AMENDMENT OF EXISTING AGREEMENT WITH ESRI SA" and be deposited in tender box no. 7.</p> <p>All submissions must be addressed to: The Municipal Manager Tender box no 7 Overstrand Municipality Magnolia Avenue Hermanus 7200</p> <p>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.</p> <p><b>D O'NEILL MUNICIPAL MANAGER</b> Overstrand Municipality PO Box 20 HERMANUS 7200 Notice number: 152/2022</p>	<p><b>KENNISEGWING 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 MET DIE AFRIKASPPY, ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE SOUTH AFRICA (ESRI SA) VIR SC1793A/2017: ONDERNEMINGSLEENSIE DIENSTE (ELA) LISENSIE FOOTEN SC1634B/2015: VOORSIENING VAN GEOGRAFIESE INLIGTINGS STELSEL DIENSTE (GIS)(SLA).</b></p> <p>Kennis geskied hiermee ingevolge artikel 116(3) (a) en (b) van die Wet op Plaaslike Regering: Munisipale Finansiële Bestuur, 2003 (Wet 56 van 2003) dat die Munisipaliteit Overstrand van voornemens is om die bestaande ooreenkomste met ESRI SA te wysig. Die voorgestelde wysiging van die ooreenkomste is vir die lewering van die sagteware lisensies en ondersteuning dienste vir 'n periode van twee jaar, effektiwief vanaf 1 July 2023 tot 30 Junie 2025.</p> <p>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 wysiging van die ooreenkoms aan die Munisipaliteit te lewer. Hierdie kommentaar of vertoë moet teen nie later nie as <b>Vrydag, 21 Januarie 2023 om 12:00</b> ingedien word.</p> <p>Alle kommentare of vertoë moet ingedien word in 'n verseselde koevert, duidelik gemerk "SC1793A/2017 en/of SC1634B/2015: KOMMENTAAR OP KENNISEGWING VAN WYSIGINGS VAN DIE OOREENKOMSTE MET ESRI SA" en geplaas word in Tenderbus nr. 7.</p> <p>Alle voorlegings moet geadresseer word aan: Die Munisipale Bestuurder Tenderbus nr. 7 Munisipaliteit Overstrand Magnolielaan Hermanus 7200</p> <p>Persone wat fisies geïmpeerd is of nie kan lees of skryf nie, maar aan die proses wil deelneem, kan gedurende kantoorure na die Munisipale Kantore, Magnolielaan, Hermanus kom, waar 'n personeelid hulle sal help om die kommentaar of vertoë neer te skryf.</p> <p><b>D O'NEILL MUNISIPALE BESTUURDER</b> Overstrand Munisipaliteit Postbus 20 HERMANUS 7200 Kennisgewingsnommer: 152/2022</p>	<p><b>ISAZISO SECANDELO-116(3) LOMITHEHO ILOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, NO.56 WANGO-2003 OKUBA UJONGE UKWANDISA ISIVUMELWANO NO MNINI NKONZO U- IZIKO LOPHANDO LWEENKQUBO ZOKUSINGOONGILEYO (ESRI SA) NGE-SC1793A/2017: INKONZO ZEPHEPHA-MYUMINGOOSHISHINO (ELA) UMHLAWULO WEPHEPHA-MVUME KUNYE NO- SC1634B/2015: UKUBONELELA NGEENKONZO (INKONZO) ZENKQUBO YOLWAZI LWEGEOGRAFI (GIS)(SLA).</b></p> <p>Isaziso sivanikezelwa ngokweCandelo le-116 (3) (a) kunye (b) loRhulumente weNajingi: uMithetho woLawulo lweMlali kaMasipala, ka-2003 (uMithetho wama-56 ka-2003) ukuba ynjongo kaMasipala waseOverstrand ukulungisa inkhontakhi ezikhoyo kunye ne-ESRI SA. Isihlomo esicetywayo sezikhontakhi kukubonelela ngokwandiswa kwelibysiseni zesoftware kunye neenkonzo zenkxaso. Isithuba seminyaka emibini ukusuka kumbha woku-1 kululayi wama-2023 ukuya kowama-30 kweyeSilimela ngowama-2025.</p> <p>Isaziso siphinda sikhwe ngokwecandelo lama-21 kunye relama-21A loRhulumente waseKhaya: uMithetho weseNiqubo zikaMasipala, 2000 (uMithetho 32 ka-2000) Ukuba uluntu lwasekhuleni kunye namapela achaphazelekayo ajamanywa ukuba angenise izimvo okanye izimvo malunga nolungiso olucetywayo lwesivumelwano. Izimvo okanye ezo zimvo kutuneka zingeniswe ungalulanga ulweshilano umhla we-21 Janyuwari 2022, ngentsimbi ye-12:00.</p> <p>Izimvo ezibhalwayo zibhalwe ngokucacileyo kwimvulophu etywinwayo kwabhalwa "SC1793A/2017 kunye/okanye SC1634B/2015: IZIMVO NGE-SAZISO SESIVUMELWANO ESEKHOYO NO-ESRI SA" mayifakwe kwi Bhokisi yeZinkhosi-maxabiso no. 7.</p> <p>Zonke izibhalo zithunyelwe kwi: Umphathi kaMasipala Bhokisi yeZinkhosi-maxabiso no 7 UMasipala weNjingaji yase-Overstrand Magnolia Avenue Hermanus 7200</p> <p>Abantu abakhubazekileyo kunye nabantu abangakwaziyo ukubhala kodwa bayangqwenela ukufutha imaxheba kulomba, bayacelwa baye kwi ofisi zika Masipala eMagnolia Avenue,eHermanus apho khona banokufumana uncedo ngokubeka izimvo zabo.</p> <p><b>D O'NEILL UMPHATHI KAMASIPALA</b> UMasipala waseOverstrand PO Box 20 HERMANUS 7200 Inombolo yesaziso: 152/2022</p>





OFFICE OF THE  
DIRECTOR: COMMUNITY SERVICES AND  
DIRECTOR: MANAGEMENT SERVICES

Enquiries: Johnnet van Asperen  
Date: 16 November 2022

ADDENDUM – INTENT TO AMEND A CONTRACT

The parties agree to the following intention to amend the existing contract, SC1701/2016 with CIMSO Business Solutions Africa (Pty) Ltd for the provision of Software and Website for Caravan Park/Camping Reservations, which were signed between them on 29 November 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 .....Cape Town..... this ....21st..... day of

.....November..... 2022 in the presence of the undersigned witnesses

WITNESSES:

1. 
2. *Bronwyn Witbooi*

  
.....  
for and on behalf of CIMSO Business Solutions Africa  
(Pty) Ltd:

NAME:.....Johan Marais/ Francois Le Roux.....Director



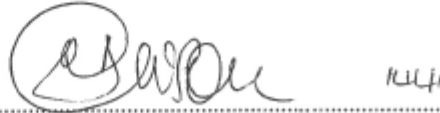
Thus done and signed at HERMANUS this 28<sup>TH</sup> day of November 2022 in the presence of the undersigned witnesses

WITNESSES:

1. 
2. 





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



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

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Overstrand Municipality Evaluation in terms of the Preferential Procurement Regulations Compliance Check of Contract No Tender Name:		SC1701C/2016 Software and Website for Caravan Park/Camping Reservations	
Name of contractor Valid Tax Clearance Certificate (provide expiry date) TCS PIN VAT Registration (provide number) Income tax numbers Declaration of interest Declaration of Past SCM Practices Certificate for Payment of Municipal Services Suppliers database registration National Treasury Register for Tender Defaulters National Treasury Database for Restricted Suppliers CSD "in the service of the state" E-Mail address Contact Person Contact telephone number NOTES	CIMSO Business Solutions Africa (Pty) Ltd 2023/09/01 1253EB718V 4280130959 910055021 Declared Declared Declared 1984 Not listed Not listed Not listed johanni@cimso.com, keza@cimso.com Lana Snyman 021 652 2388	MBD2 MBD4 MBD8 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 # and where specifically indicated otherwise.
Compiled by: (SCM Office)	S Mzananda Name	 Signature	2023/03/03 Date
Verified by: (SCM Office)	L du Preez Name	 Signature	2023/03/03 Date



# **OVERSTRAND**

MUNISIPALITEIT/UMASIPALA/MUNICIPALITY

**MEETING OF THE ICT STEERING COMMITTEE**

**MINUTES**

**14 NOVEMBER 2022**

Virtual

**OVERSTRAND****MUNICIPALITY/MUNISIPALITEIT/U-MASIPALA**

**MINUTES OF A VIRTUAL MEETING OF THE ICT STEERING COMMITTEE HELD  
ON MONDAY, 14 NOVEMBER AT 14:00**

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**PRESENT:**

Councillor/s: Cllr F Africa  
Cllr L Ntsabo

Officials: Mr. D O'Neill  
Mrs. D Arrison  
Mrs. S Reyneke-Naude  
Mr. S Muller  
Mr. N Michaels  
Mr. C Johnson  
Ms. J van Asperen  
Mr. C Le Roux  
Mrs. L Rauch  
Mr. D van der Heever

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**MINUTES/....**

<b>Attendance Register - Virtual ICT Steering Committee Meeting on 14 November 2022 @ 14h00</b>		
<b>Full Name</b>	<b>User Action</b>	<b>Timestamp</b>
Lee-Ann Rauch	Joined before	22/11/14, 13:54:56
Lee-Ann Rauch	Left	22/11/14, 14:12:21
Dean O'Neill	Joined before	22/11/14, 13:54:56
C Engelbrecht	Joined	22/11/14, 13:54:56
Neville Michaels	Joined	22/11/14, 13:57:23
Ebert Smit	Joined	22/11/14, 13:57:37
Ebert Smit	Left	22/11/14, 13:57:45
Johnet van Asperen	Joined	22/11/14, 13:57:53
Stephen Muller	Joined	22/11/14, 13:59:44
c leroux	Joined	22/11/14, 14:01:02
CFO	Joined	22/11/14, 14:01:46
Desiree Arrison	Joined	22/11/14, 14:04:44
Lindile Ntsabo	Joined	22/11/14, 14:05:29
Craig Johnson	Joined	22/11/14, 14:05:55
Frederick Africa	Joined	22/11/14, 14:08:35
Dominic Van Der Heever	Joined	22/11/14, 14:14:11

## 1. OPENING AND WELCOME

Mr Dean O'Neill, Municipal Manager, welcomes all the representatives at the ICT Steering Committee Meeting.

## 2. APOLOGIES

Mr. S. Madikane  
Mr. R. Williams

## 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 3.1 MINUTES OF THE MEETING HELD ON 24 AUGUST 2022

#### RESOLVED

- The minutes of meeting held on 24 August 2022 has been **confirmed**.

## 4. MATTERS ARISING

### 4.1 GIS Tender (ESRI Enterprise License Agreement), be approved.

*Mrs Lee-Ann Rauch left the meeting after the discussion of the above item at 14h21.*

- 4.2 ICT Risk Framework and Register, be approved.

*The Municipal Manager suggested that a standby generator be added to the ICT Service Risk Register.*

- 4.3 Use of ICT Equipment, be approved.

- 4.4 UAM (User Account Management) Procedure – Microsoft Active Directory, be approved.

## 5. ICT BUDGETS

### 5.1 CAPITAL BUDGET: 2022/2023

Resolved that;

5.1.1 the ICT Capital Budget - Summary, be noted, and

5.1.2 the ICT Capital Budget - Project Status, be noted.

### 5.2 OPERATIONAL BUDGET: 2022/2023

Resolved that;

➤ the status on spending of the Operational Budget funds, be noted.

## 6. SYSTEMS AND SERVICES

### 6.1 PROGRESS REPORT

#### 1. NETWORKS AND SYSTEMS

##### 1.1 Microsoft

Resolved that;

➤ the progress and status of the Microsoft, be noted.

##### 1.2 Hosted PABX System (HBT) - Telephone

Resolved that;

➤ the progress and status of the Hosted PABX System, be noted.

##### 1.3 Radio Network (Handheld and mobile radio network)

Resolved that;

➤ the progress and status of the Radio Network, be noted.

##### 1.4 RF Radio Network (Data network)

Resolved that;

➤ the progress and status of the RF Radio Network, be noted.

1.5 Darktrace and Network Monitoring

Resolved that;

- the progress and status of Darktrace and Network Monitoring, be noted.

2. ICT CONTRACTS

2.1 ICT Contracts

Resolved that;

- the progress and status of the ICT Contracts, be noted.

3. ICT GOVERNANCE FRAMEWORK

3.1 ICT Governance Framework V1.0

Resolved that;

- the status of the ICT Governance Framework, be noted.

3.2 ICT (AG) Audit 2021/2022

Resolved that;

- the status of the ICT – Governance Framework and ICT (AG) Audit 2021/2022 Management Responses and actions, be noted.

4. POLICIES AND PROCEDURES

4.1 ICT Risk Acceptance Register

Resolved that;

- the updated to the Risk Acceptance Register, be noted.

7. BUSINESS SYSTEMS AND PROCESSES

1. Contracts

Resolved that;

- the current status, be noted.

2. ICT Vendor Performance 2022/2023

Resolved that;

- the current status, be noted.

3. ICT Risk Register and Actions 2022/2023

Resolved that;

- the current status, be noted.

**MINUTES OF THE ICT STEERING COMMITTEE MEETING****14 November 2022****4. Business Analyst – Work Report**

Resolved that;

- the current status, be noted.

*Mr Craig Johnson mentioned additional financial implications for the replacement of old/outdated ICT Infrastructure in the server room.*

**8. NEXT MEETING**

Resolved that;

- the next meeting dates -
  - Monday, 13 March 2023
  - Monday, 12 June 2023
  - Monday, 14 August 2023
  - Monday, 13 November 2023

- be noted

Meeting adjourned at 15h22.




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 Mr D O'Neill – Municipal Manager

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 22 November 2022

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 Date



Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform Hermanus, on Friday, 24 March 2023 at 08:00.

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Minutes of the Proceedings of a meeting of the  
Bid Adjudication Committee, held by means of a virtual platform, Hermanus  
08:00 on Friday, 24 March 2023

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**OFFICIALS PRESENT:**

**Committee Members:**

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

**Technical Advisors:**

Mr. I Witbooi	Manager: Demand- & Procurement Management
Mr. J Aplon	Senior Administrative Officer: SCM
Ms. B Plaatjies	Acting Senior Manager: Kleinmond Administration
Ms. A Le Roux	Senior Manager: Property Administration
Mr. T Marx	Acting Senior Manager: Gansbaai/Stanford Administration
Mr. C Johnson	Manager: ICT Systems Development
Ms. N Liebenberg	Principal Clerk: Procurement (Secretary)
Ms. A Wulana	Intern: Finance
Mr. C Roets	Manager: Logistic- & Contract Management

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**Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform, Hermanus, on Friday, 24 March 2023 at 08:00**

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**1. OPENING**

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

**2. APOLOGIES**

None

**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.

It should be noted that Ms. A Le Roux left the meeting at 08:20.

**4. COMPLIANCE WITH PRESCRIPTIVE PROVISIONS OF CIRCULAR 46 OF NATIONAL TREASURY**

An integral strategy towards effective Supply Chain Management is not to award contracts to persons with a history of abuse of the Supply Chain Management system. In terms of Circular 46, of National Treasury, Accounting Officers are compelled to check the prohibition status of all recommended bidders prior to awarding any contract.

The Database of Restricted Suppliers managed by National Treasury was consulted and it was found that neither the under mentioned tenderers nor any of the directors/owners/trustees are listed as a company or person prohibited from doing business with the public sector.

**RESOLVED**

that it be noted that the prohibition status of the below mentioned tenderer was found in order to do business with the public sector.

1. CIMSO Business Solutions Africa (Pty) Ltd

Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform, Hermanus, on Friday, 24 March 2023 at 08:00

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**5. CONFIRMATION OF MINUTES OF BID ADJUDICATION COMMITTEE MEETINGS**

**5.1 Confirmation of the Amended Minutes of the Special Bid Adjudication Committee meetings held on 13 December 2022:**

Upon a proposal by the **Director: Investment and Infrastructure, Mr. S Müller**, duly seconded by the **Director: Management Services, Ms. D Arrison**, it was noted that the minutes was confirmed as correct on 20 January 2023, but served before the committee again to confirm administrative updates for completeness.

**RESOLVED:**

That the amended minutes of the Special Bid Adjudication Committee meeting held on 13 December 2022, be confirmed.

**5.2 Confirmation of the Minutes of the Bid Adjudication Committee meetings held on 17 March 2023 at 08:00:**

Upon a proposal by the **Director: Investment and Infrastructure, Mr. S Müller**, duly seconded by the **Director: Management Services, Ms. D Arrison**, it was

**RESOLVED:**

That the minutes of the Bid Adjudication Committee meeting held on 17 March 2023 at 08:00, be confirmed.

**5.3 Confirmation of the Minutes of the Bid Adjudication Committee meetings held on 17 March 2023 at 14:00:**

Upon a proposal by the **Director: Investment and Infrastructure, Mr. S Müller**, duly seconded by the **Director: Management Services, Ms. D Arrison**, it was

**RESOLVED:**

That the minutes of the Bid Adjudication Committee meeting held on 17 March 2023 at 14:00, be confirmed.

Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform, Hermanus, on Friday, 24 March 2023 at 08:00

## 6. ADJUDICATION/CANCELLATION OF TENDERS / AMENDMENT OF CONTRACTS

### 6.1 CONTRACT NO. SC 1701C/2016: PROPOSED AMENDMENT OF CONTRACT: SOFTWARE AND WEBSITE FOR CARAVAN PARK / CAMPING RESERVATIONS FOR A CONTRACT PERIOD ENDING 30 JUNE 2025

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

#### RESOLVED TO RECOMMEND TO THE ACCOUNTING OFFICER

- 6.1.1 That it be noted that no representations were received from the local community against the intention to amend contract SC1701C/2016;
- 6.1.2 That the reasons provided for the proposed amendment of contract SC1701C/2016 be regarded as acceptable and valid and it be recommended to Council to consent to the amendment of the said contract, and
- 6.1.3 That, Contract Number SC1701C/2016: Services for the Software and Website for Caravan Park / Camping Reservations that was awarded to CIMSO Business Solutions Africa (Pty) Ltd be amended as contract no. SC1701D/2016, as per the details as set out in the table below:

<b>Service Provider / Supplier:</b>	CIMSO Business Solutions Africa (Pty) Ltd	<b>SCM Supplier #</b>	1904
<b>Service Provided:</b>	SOFTWARE AND WEBSITE FOR CARAVAN PARK / CAMPING RESERVATIONS		
<b>Vote:</b>	<b>Item Description</b>	OperCost:Ext Comp Serv-Software Licence	
	<b>Cost Account</b>	10660222120000	
	<b>Business Key</b>	20210629094354	
<b>Amount (Incl. VAT):</b>	As per the rates scheduled below	<b>Contingency:</b>	n/a
<b>Amount in words:</b>	As per the rates scheduled below		
<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>	01/07/2024
<b>Contract Directors:</b>	Dir Community Services D Arrison	<b>Contract Owners:</b>	Senior Manager: Hermanus Administration, Senior Manager: Gansbaai/Stanford Administration, Senior Manager: Kleinmond Administration and, Manager: ICT Systems Development
<b>CONTRACT PERIOD:</b>			
<b>Implementation date:</b>	01 July 2023	<b>End date:</b>	30 June 2025
		<b>Period:</b>	24 months

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**SCHEDULE OF RATES**  
**CIMSO BUSINESS SOLUTIONS AFRICA (PTY) LTD**  
**SC1701A/2016: SOFTWARE AND WEBSITE FOR CARAVAN PARK/CAMPING RESERVATIONS:**  
**1 JULY 2023 - 30 JUNE 2025**

Item Detail			2023-2024		
#	Description	Measurement	Amount (Excl. VAT)	VAT	Total (Incl. VAT)
<b>1</b>	<b>Onrus Caravan Park: 180 Caravan stands, 70 semi-permanent stands and 1 plett house</b>				
1.1	License fee	Per month	R 622,73	R 93,41	R 716,14
1.2	Support fees (on-site and remote)	Per month	R 4 227,51	R 634,13	R 4 861,64
<b>Sub-Total</b>					<b>R 5 577,78</b>
<b>2</b>	<b>Palmiet/Kleinmond Caravan Park: 254 Caravan stands</b>				
2.1	License fee	Per month	R 721,88	R 108,28	R 830,16
2.2	Support fees (on-site and remote)	Per month	R 3 461,55	R 519,23	R 3 980,78
<b>Sub-Total</b>					<b>R 4 810,94</b>
<b>3</b>	<b>Gansbaai Caravan Park: 59 stands</b>				
3.1	License fee	Per month	R 252,59	R 37,89	R 290,48
3.2	Support fees (on-site and remote)	Per month	R 1 608,88	R 241,33	R 1 850,21
<b>Sub-Total</b>					<b>R 2 140,69</b>
<b>4</b>	<b>Hawston Day Camping (if required in future – no system currently in place: 110 stands</b>				
4.1	License fee	Per month	R 472,93	R 70,94	R 543,87
4.2	Support fees (on-site and remote)	Per month	R 1 862,43	R 279,36	R 2 141,79
<b>Sub-Total</b>					<b>R 2 685,66</b>
<b>5</b>	<b>Payment Portal (web) future development. Overstrand to discuss based on latest transaction fee (3,5%)</b>				
5.1	License fee	Per month	R 185,26	R 27,79	R 213,05
5.2	Support fees (on-site and remote)	Per month	R 362,06	R 54,31	R 416,37
<b>6.</b>	<b>Additional service rates (should it be required by the Overstrand)</b>				
6.1	Travel time	Per hour	R 398,00	R 59,70	R 457,70
6.2	Project startup (baseline & platform prep)	Per hour	R 954,00	R 143,10	R 1 097,10
6.3	Applicability (walk-through, SAA, UAA):	Per hour	R 954,00	R 143,10	R 1 097,10
6.4	Data Import (scrubbing & import)	Per hour	R 795,00	R 119,25	R 914,25
6.5	Installation (servers & computers)	Per hour	R 795,00	R 119,25	R 914,25
6.6	System configuration (to client requirements)	Per hour	R 954,00	R 143,10	R 1 097,10
6.7	Development (system & change requests)	Per hour	R 1 431,00	R 214,65	R 1 645,65
6.8	Development (web & browser)	Per hour	R 1 113,00	R 166,95	R 1 279,95
6.9	Testing Dev (Regression, Alpha & Beta)	Per hour	R 954,00	R 143,10	R 1 097,10

6.1.4 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 meeting of the Bid Adjudication Committee held by means of a virtual platform, Hermanus, on Friday, 24 March 2023 at 08:00

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Certified as correct by:

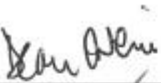
  
\_\_\_\_\_  
Mr. C Le Roux  
Deputy Director: Finance & SCM

24 March 2023  
Date

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

24/03/2023  
Date

RECOMMENDATION APPROVED/ NOT APPROVED

  
\_\_\_\_\_  
Mr. D O'Neill  
Accounting Officer

24/03/2023  
Date

CONFIDENTIAL

Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform, Hermanus, on Friday, 24 March 2023 at 08:00

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

Certified as correct by:

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

The meeting was adjourned at 08:27

Minutes compiled by: Ms. N Liebenberg

Distribution:

Creditors: Mr. C Oppelt

Contract Management: Mr. C Roets

Purchasing: Ms. N Mbuqe

Responsible Official: Mr. C Johnson

Mr. T Marx

Mr. A Wyngaard

Ms. B Plaatjies