

CONTRACT FORM - RENDERING OF SERVICES

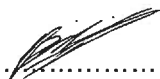
THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached tender document by **Novus 3 (Pty) Ltd** to **George Municipality** in accordance with the requirements and specifications stipulated in tender number **FIN004/2024** at the price/s tendered. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Technical Specification(s)
 - Preference claims in terms of the Preferential Procurement Regulations 2017
 - Declaration of interest
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.


NAME (PRINT) BERNARD VAN BILJON

CAPACITY CHIEF EXECUTIVE OFFICER

SIGNATURE 

NAME OF FIRM **NOVUS 3 (PTY) LTD**

DATE 6 SEPTEMBER 2024

WITNESSES:	
1.	<u></u>
DATE:	<u>9 SEPTEMBER 2024</u>

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PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I, **CA Du Plessis**, in my capacity as **Director: Financial Services**, accept the tender of **Novus 3 (Pty) Ltd** reference number **FIN004/2024** dated 11 March 2024 for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

TENDER NUMBER: FIN004/2024

TENDER FOR THE SUPPLY, DELIVERY, AND MAINTENANCE OF A CAPITAL PLANNING, CAPITAL PRIORITISATION/BUDGETING AND CAPITAL PERFORMANCE MONITORING SYSTEM FOR A PERIOD OF FIVE (5) YEARS.

ITEM NR	DESCRIPTION	RATE PER ITEM (INCLUSIVE OF 15% VAT)	ESTIMATED QUANTITY	AMOUNT (INCLUSIVE OF 15% VAT) (RATE x ESTIMATED QUANTITY) (C x D = E)
A	B	C	D	E
1.	Supply, Delivery, Installation, and Initial Setup of a Tool/System (Once-off cost)	R75 000	Once-off	R75 000
2.	Annual License Fees for the Tool (If applicable)	R650 000	1	R650 000
3.	Monthly Support costs for the Tool (If applicable)	R20 850	12	R250 200
4.	Blended hourly tariff for ad-hoc support and work done.	R500	200	R100 000
5.	Disbursements will be settled at cost subject to the conditions in our Cost Containment Policy. An Admin fee up to 10% on actual cost may be allowed.	5%		
TOTAL RATES FOR YEAR 1				R1 075 200
Escalation Percentage Year 2 (Between 0% and 6%)				5%
Escalation Percentage Year 3 (Between 0% and 6%)				5%
Escalation Percentage Year 4 (Between 0% and 6%)				5%
Escalation Percentage Year 5 (Between 0% and 6%)				5%


Note: This is a rates-based tender


TENDER NUMBER: FIN004/2024

- 4. This contract will automatically be cancelled where there is a conflict of interest which was not disclosed by the tenderer.
- 5. I confirm that I am duly authorized to sign this contract.

SIGNED AT GEORGE ON 10/09/ 2024

NAME **CA DU PLESSIS**
DIRECTOR: FINANCIAL SERVICES

SIGNATURE 

WITNESSES:
1. 
DATE: <u>10/09/2024</u>



THE TENDER OFFER

I/We Mr/Mrs/Messrs Bernardus van Biljon
duly assigned to represent the service provider for the purpose of this tender, hereby tender to supply all or any of the goods and/or render all or any of the services described in the attached documents to the George Municipality on terms and conditions stipulated in this tender and in accordance with the specifications stipulated in the tender documents (which shall be taken as part of, and incorporated into this tender) **at the rates reflected in the Pricing Schedule.**

I/we agree that this offer shall remain valid for a period of 120 days commencing from the closing date and time of this tender.

I/we further agree that:

This tender and its acceptance shall be subject to the terms and conditions contained in the George Municipality's Supply Chain Management Policy;

If I/we withdraw my/our tender within the period for which I/we have agreed that the tender shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the George Municipality may, without prejudice to its other rights, agree to the withdrawal of my/our tender or cancel the contract that may have been entered into between me/us and the George Municipality and I/we will then pay to the George Municipality any additional expense incurred by the George Municipality having either to accept any less favorable tender or, if fresh tenders have to be invited, the additional expenditure incurred by the invitation by the invitation of fresh tenders and by the subsequent acceptance of any less favorable tender; the George Municipality shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other tender or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure or retain such moneys, guarantee or deposit as security for any loss the George Municipality may sustain by reason of my/our default;

If my/our tender is accepted the acceptance may be communicated to me/us by letter or order by certified mail or registered mail. Such posting shall be deemed to be proper service of such notice with effect from the date of posting/dispatch of such notice;

The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our tender and that I/we choose domicilium citandi et executandi in the Republic of South Africa, where any and all legal notices may be served at (full street address on this place):

Physical Address: 97 York Street
Second Floor, Shamrock Office Park
George
6529

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

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

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

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

Name: Bernardus van Biljon

Signature: 

Date: 08 March 2024

This form must be completed and signed to be considered provisionally responsive.

ACCEPTANCE

By signing this part of the form of offer and acceptance, the employer identified below accepts the supplier's offer. In consideration thereof, the employer shall pay the supplier the amount due in accordance with the conditions identified in the tender data. Acceptance of the supplier's offer shall form an agreement between the employer and the supplier upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the supplier receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the supplier within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Name: **MR CA DU PLESSIS**

Signature: _____

Capacity: **DIRECTOR: FINANCIAL SERVICES**

Date: _____

10/09/2024

For the Employer:

**GEORGE MUNICIPALITY
CIVIC CENTRE
YORK STREET
GEORGE**



Enquiry / Navrae: **Leon Wallace**
 Project Manager
 E-mail / E-pos: lewallace@george.gov.za
 Tel: +27 (0)44 801 9036

Reference number: FIN004/2024
 6 September 2024

Novus 3 (Pty) Ltd
 2nd Floor Shamrock Office Park
 97 York Street
 George
 6529

Per e-mail: info@novus3.co.za

Dear Sir/Madam

TENDER NUMBER: FIN004/2024

TENDER FOR THE SUPPLY, DELIVERY, AND MAINTENANCE OF A CAPITAL PLANNING, CAPITAL PRIORITISATION/BUDGETING AND CAPITAL PERFORMANCE MONITORING SYSTEM FOR A PERIOD OF FIVE (5) YEARS.

The procurement process has been completed and it is our pleasure to inform you that, as you were the sole bidder, you have been successfully appointed by the Municipality's Bid Adjudication Committee in terms of Tender **FIN004/2024**:

Pricing Schedule is as follows:

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Please note that this tender will be evaluated over a 5-year costing period. Rates for Item 4 can exceed 200 hours per annum, as 200 hours is an estimate for evaluation only.

***This is a rates-based tender and apart from any possible allowances made in the tender documentation, no minimum quantities or values are guaranteed by George Municipality.**

Please ensure you adhere to the specifications of the tender for the duration of the contract, keeping in mind that poor performance will be taken into account when considering future procurement opportunities with the Municipality.

Please note that this award is only finalised when both parties have signed the Contract / Service Level Agreement and Form of Offer & Acceptance.

Yours Sincerely



**MR. CA DU PLESSIS
DIRECTOR: FINANCIAL SERVICES**