

<u>ADDENDUM</u>	NO. 01
<u>CONTRACT NUMBER:</u>	JW IT 001/23
<u>CONTRACT TITLE:</u>	TO SUPPLY AND IMPLEMENT A DOCUMENT SCANNING AND CAPTURE SYSTEM INCLUDING SOFTWARE LICENSES, MAINTENANCE, SUPPORT AND PROFESSIONAL SERVICES FOR THE SYSTEM FOR A PERIOD OF 36 MONTHS.
<u>SUBJECT</u>	ADDENDUM 1
<u>DATE</u>	03 NOVEMBER 2023
<u>SENDER</u>	Timothy Oyomno, 011 688 6622 timothy.oyomno@jwater.co.za Nthabiseng More, 011 688 1512 nthabiseng.more@jwater.co.za

Tenderers are required to incorporate the following documents into the tender document and return the Addendum:

- **Revised Pricing Schedule (pages 48-56)**
- **Extension of the closing date from 07 November 2023 at 10:30 am to 14 November 2023 at 10:30 am.**

Any inconvenience caused is indeed, regretted.
Yours faithfully



Malefa Mpitso
Senior Manager: Supply Chain Management

Directors:

Mr Siyabonga Mthembu (Acting Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Johan Koekemoer (Financial Director and Executive Director), Mr Phetole Modika, Mr Siphamandla Mnyani, Mrs. Zandile Meeleso,
Mr Pholoso Matjele, Mr Kgaile Mogoye, Mr Molate Mashifane, Ms Pamela Mabece, Mr Lunga Bernard

Ms Kethabile Mabe (Company Secretary),
Johannesburg Water SOC Ltd
Registration Number: 2000/029271/30



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Addendum Received

Name of Tenderer:.....

Signatory:.....

Signature:.....

Date:.....

Directors:

Mr Siyabonga Mthembu (Acting Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Johan Koekemoer (Financial Director and Executive Director), Mr Phetole Modika, Mr Siphamandla Mnyani, Mrs. Zandile Meeleso,
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Ms Kethabile Mabe (Company Secretary),

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Registration Number: 2000/029271/30

**TO SUPPLY AND IMPLEMENT A DOCUMENT SCANNING AND CAPTURE SYSTEM
INCLUDING SOFTWARE LICENSES, MAINTENANCE, SUPPORT AND PROFESSIONAL
SERVICES FOR THE SYSTEM FOR A PERIOD OF 36 MONTHS**

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General Pricing Instructions:

- a) All price(s) shall exclude Value Added Tax at the standard rate as gazetted from time to time by the Minister of Finance in terms of the Value Added Tax Act 89 of 1991 as amended. VAT will be shown separately on the Pricing Schedule/s and included in the total.
- b) All price(s) tendered shall include the cost of all insurances, services, labour, equipment, materials, etc. and be the net price after all unconditional discounts and settlement discount have been deducted. The net price/s shall be without any extra or additional charges to JW whatsoever.
- c) A firm price tender will be required for the duration of the contract, for tender evaluation and budgeting purposes.
- d) Should the contract be based on firm prices, no adjustment of prices will be made for the duration of the contract.
- e) Should the contract be based on non-firm prices, price adjustment request including supporting documentation must be sent to JW at least 30 days before agreed adjustment interval. The agreed formula in the Pricing Adjustment formula will form the basis of the negotiation.
- f) Unconditional discounts will be taken into account for evaluation purposes but conditional discounts will not be taken into account for evaluation purposes.
- g) Estimated quantities provided in the Scope of Work are purely for evaluation purposes only and does not provide any indication of the required quantities of product/s for the duration of the contract by JW and does not provide any guarantee to the contractor whatsoever in terms of quantities required.
Pricing for any additional work that may arise on the project, outside of the defined Scope of Works, will be as per price in the pricing schedule of additional work, but written approval will still be required before any additional work is carried out by the Service Provider/Contractor.
- h) All pricing quoted in the Pricing Schedule/s shall be in South African Rand (ZAR) and rounded off to two decimals.
- i) The Pricing Schedule has to be completed in black ink and the Tenderer is referred to the Acknowledgement of Bid Conditions in regard to arithmetical errors and alterations, and the handling thereof.
- j) Time based fees shall be calculated by multiplying the provided unit cost rate with the actual time spent by the applicable personnel in rendering the service required by the Employer.
- k) Lump sum prices or rates shall not be adjustable with regard to changes in the law for the duration of the Contract Period of Performance.
- l) The Service Provider shall pay all taxes, duties, fees, levies and other impositions without separate reimbursement by the Employer.
- m) All activities or tasks shall be invoiced on a monthly basis, based on work successfully completed and accepted by the Employer.
- n) Any changes to the pricing schedule on the issued tender document will result in elimination, the Tenderer can however indicate in the qualifications any alternatives that they might want to offer.
- o) Pricing in full for rates-based rates contract, the tenderer must price for year 1, year 2 and year 3.

TO SUPPLY AND IMPLEMENT A DOCUMENT SCANNING AND CAPTURE SYSTEM INCLUDING SOFTWARE LICENSES, MAINTENANCE, SUPPORT AND PROFESSIONAL SERVICES FOR THE SYSTEM FOR A PERIOD OF 36 MONTHS

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Alterations

The evaluation on price alteration will be conducted as follows:

Where the tender award strategy is to evaluate and award per item or category, the following must apply:

- (i) If there is an alteration on the rate but no alteration on the total for the item or category, the bidder will not be disqualified
- (ii) If there is an alteration on the total for the item/s without authentication, bidders will only be disqualified for alteration per item or category.

Where the tender award strategy is to evaluate and award total bid offer, the following must apply:

- (i) If there is an alteration on the rate, total for the line item, sub-total/ sum brought/carried forward for the section but no alteration on the total bid offer, the bidder will not be disqualified.
- (ii) If there is an alteration on the total bid offer on form of offer then the amount in words must be considered or vice-versa.
- (iii) If there is an unauthenticated alteration on the total bid offer and the amount in words is not authenticated, the bidders will be disqualified for the entire tender.

Where the tender pricing schedule or bill of quantities is requesting rates/price from bidder/s without providing a total, the following will apply:

- (i) If there is an unauthenticated alteration on the unit rate/price the bidder must be disqualified.

PRICING SCHEDULE

Tender prices must include all transport, Labour, and any other costs. The Service Provider shall only claim rates / fees payable in terms of the pricing schedule below:

SCHEDULE A - Procure Software licenses

#	Description	Qty. Hrs/Units	Unit Rate	Total Amount (excl. VAT)
1	User licenses	200 (licenses)		
2	Administrator/Developer licenses	2		
3	Server Licenses (web server, Application server and Database server)	3		

IMPLEMENT, SUPPLY OF LICENSES AND PROVIDE APPLICATION SUPPORT AND MAINTENANCE OF A DOCUMENT CAPTURE SOFTWARE SOLUTION (FOR A PERIOD OF THIRTY-SIX MONTHS).

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SUBTOTAL
VAT (15%)
TOTAL (INCL. VAT)

SCHEDULE B1 - Professional Services (Once off)

#	Description	Total Amount (excl. VAT)
1.	Supply and implement a document scanning and capture system on premise according to specifications	
2.	Set up Production, Development and Quality Assessment environments on premise	
3.	Integrate with SAP ERP system.	
4.	Migrate/replicate eight (8) existing procure to pay document capture processes. i.e., JwQuotes, JwISUJOBCard, JWGRN, JWHRScanning, JWInvoice, HRDuplexScan, JWRSIKCompliance and JWNSD	
5.	Provide User Training (200 users) and Administrator training (x2) for the document scanning and capture system.	
SUBTOTAL		
VAT (15%)		
TOTAL (INCL. VAT)		

IMPLEMENT, SUPPLY OF LICENSES AND PROVIDE APPLICATION SUPPORT AND MAINTENANCE OF A DOCUMENT CAPTURE SOFTWARE SOLUTION (FOR A PERIOD OF THIRTY-SIX MONTHS).

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SCHEDULE B2 – Software Maintenance services

Table 1.2. Software maintenance

#	Description	Year (Yr.)	Quantity	Amount (excl. VAT)
1	Web, Application and Database Servers	Yr. 1	3 servers	
		Yr. 2	3 servers	
		Yr. 3	3 servers	
2	Web Client (For Production environment)	Yr. 1	200 licenses	
		Yr. 2	200 licenses	
		Yr. 3	200 licenses	
SUBTOTAL				
VAT (15%)				
TOTAL (INCL. VAT)				

SCHEDULE C1 – Professional Services: Solution Support – Year One

The hourly rate must represent a Blended Rate for both items 1 and 2 below.

#	Description	Estimated Hours per Month	Estimated Hours per Annum	Hourly Rate	Total Amount (excl. VAT)
1	Telephonic support (includes business hours, non-business hours, weekends and public holidays).	16	192		
2	Onsite or remote support Includes: systems health check, system fine-tuning and optimisation. Consultancy hours as and when required i.e. support for ad-hoc changes and enhancements.	120	1440		
SUBTOTAL					
VAT (15%)					
TOTAL (INCL. VAT)					

IMPLEMENT, SUPPLY OF LICENSES AND PROVIDE APPLICATION SUPPORT AND MAINTENANCE OF A DOCUMENT CAPTURE SOFTWARE SOLUTION (FOR A PERIOD OF THIRTY-SIX MONTHS).

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SCHEDULE C2 – Professional Services: Solution Support – Year Two

The hourly rate must represent a Blended Rate for both items 1 and 2 below.

#	Description	Estimated Hours per Month	Estimated Hours per Annum	Hourly Rate	Total (excl. VAT)
1	Telephonic support (includes business hours, non-business hours, weekends and public holidays).	16	192		
2	Onsite or remote support Includes: systems health check, system fine-tuning and optimisation. Consultancy hours as and when required i.e. support for ad-hoc changes and enhancements.	120	1440		
SUBTOTAL					
VAT (15%)					
TOTAL (INCL. VAT)					

IMPLEMENT, SUPPLY OF LICENSES AND PROVIDE APPLICATION SUPPORT AND MAINTENANCE OF A DOCUMENT CAPTURE SOFTWARE SOLUTION (FOR A PERIOD OF THIRTY-SIX MONTHS).

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SCHEDULE C3 – Professional Services: Solution Support – Year Three

The hourly rate must represent a Blended Rate for both items 1 and 2 below.

#	Description	Estimated Hours per Month	Estimated Hours per Annum	Hourly Rate	Total Amount (excl. VAT)
1	Telephonic (includes business hours, non-business hours, weekends and public holidays).	16	192		
2	Onsite or remote support Includes: systems health check, system fine-tuning and optimisation. Consultancy hours as and when required i.e., support for ad-hoc changes and enhancements.	120	1440		
SUBTOTAL					
VAT (15%)					
TOTAL (INCL. VAT)					

IMPLEMENT, SUPPLY OF LICENSES AND PROVIDE APPLICATION SUPPORT AND MAINTENANCE OF A DOCUMENT CAPTURE SOFTWARE SOLUTION (FOR A PERIOD OF THIRTY-SIX MONTHS).

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SCHEDULE D1 – Professional Services: Development Hours – Year One

Description	Estimated Qty. of Hrs	Hourly Rate	Total Amount (excl. VAT)
New configuration and development	1440		
SUBTOTAL			
VAT (15%)			
TOTAL (INCL. VAT)			

SCHEDULE D2 – Professional Services: Development Hours – Year Two

Description	Estimated Qty. of Hrs	Hourly Rate	Total Amount (excl. VAT)
New configuration and development	1440		
SUBTOTAL			
VAT (15%)			
TOTAL (INCL. VAT)			

SCHEDULE D3 – Professional Services: Development Hours – Year Three

Description	Estimated Qty. of Hours	Hourly Rate	Total Amount (excl. VAT)
New configuration and development	1440		
SUBTOTAL			
VAT (15%)			
TOTAL (INCL. VAT)			

IMPLEMENT, SUPPLY OF LICENSES AND PROVIDE APPLICATION SUPPORT AND MAINTENANCE OF A DOCUMENT CAPTURE SOFTWARE SOLUTION (FOR A PERIOD OF THIRTY-SIX MONTHS).

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SUMMARY OF CONTRACT TOTALS

#	Schedule	Total Amount
1	SCHEDULE A - Procure Software licenses	
2	SCHEDULE B1 - Professional Services (Once off)	
3	SCHEDULE B2 – Software Maintenance services	
4	SCHEDULE C1 – Professional Services: Solution Support – Year One	
5	SCHEDULE C2 – Professional Services: Solution Support – Year Two	
6	SCHEDULE C3 – Professional Services: Solution Support – Year Three	
7	SCHEDULE D1 – Professional Services: Development Hours – Year One	
8	SCHEDULE D2 – Professional Services: Development Hours – Year Two	
9	SCHEDULE D3 – Professional Services: Development Hours – Year Three	
10	Subtotal (EXCL. VAT)	
11	VAT (15%)	
12	BID TOTAL (INCL. VAT)	

SIGNATURE(S) OF AUTHORIZED PERSON

NAME OF BIDDER

NAME OF AUTHORIZED PERSON IN BLOCK LETTERS

BID NUMBER: