



SAMRAS

A DIVISION OF
SOLVEM
CONSULTING (PTY) LTD

**BLUE CRANE LOCAL MUNICIPALITY
SAMRAS Support Agreement
1 July 2022 – 30 June 2023
REF: TMT63407**

JRCF

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Confidentiality Notice

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- SAMRAS is a comprehensive, fully integrated, GRAP compliant, mSCOA – standard chart of accounts - ERP system, harnessing mobile and web.
- SAMRAS harnesses the full Municipal Accountability Cycle – from IDP, Projects, Budget & Actuals, right through to Annual Financial Statements – fully integrated and aligned.
- SAMRAS is a complete system containing all modules and interfaces for a smart city ERP system including workflow and embedded document management for administration efficiencies for Secure, Paperless, Work flowed processes.
- SAMRAS offers world class, banking level security of data.
- Citizen Self-service, engagement, client centricity.
- The system of the future fully mobile, web.

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1. Overview

Blue Crane Local Municipality has requested support per month effective from 1st July 2022 to 30th June 2023.

The advantages of a support contract are as follows:

- The same rate stays in force for the hours secured, for the entire duration of the contract
- Allows for planning and scheduling of important tasks
- Allows for regular health-checks, if so, requested by the Municipality
- Allows for ease of administration of supply chain procedures

2. Assistance

We would regard such an arrangement as being a retainer of our resources and as such, careful planning and resource scheduling is required to ensure that the appropriate resources are available to perform the functions.

This contract is based on the understanding that the support by our consultants will consist of 10 days per month, inclusive of travel time. If the nature of the work does not require the consultant to be on-site, then support can be done remotely which will save on travel cost. Should more days per month be required for any particular cycle, this can be arranged by mutual agreement, at the request of the Municipality, provided that appropriate unassigned resources are available to perform such services. This would follow the normal quote and order process, and the prevailing rates at the time of such requested services would apply.

Each visit will be arranged to meet your specific requirements for that visit in terms of the expertise necessary for the assignment (e.g., a specialist either in Expenditure, Income or Payroll/HR, for example). Visits are scheduled six weeks in advance, and resources are scheduled in accordance with the particular expertise required. Should a resource schedule be agreed, and the Municipality cancels the trip one month or less before the actual trip, the Municipality would still be liable for payment of those resource hours secured as we would have pre-scheduled their time for the trip. Effectively there is a 2-week grace period in the 6-week scheduling timeframe during which the Municipality has the opportunity to postpone or change scheduled arrangements without incurring any cost.

In the event that the Municipality cancels a trip a month or less before the date of the trip, we are happy to discuss alternative services that could perhaps be performed remotely, provided that we have appropriate unassigned resources available to perform such services. Should there be no viable alternatives; the Municipality will be liable for the payment of the resource hours secured for that month.

In addition to the set period on-site per month support described above, an additional T&M element has been included, which will be used should any expert or technical work be required, in the context of the work being done on-site. Such expertise will be provided remotely and will be charged in accordance with the rate for that role, as set out in the Master Services Agreement.

Solvem's Project Management team will be required to schedule and manage the work to be performed on an on-going basis throughout the year - for example a project manager may be required to plan a raft of work overtime, supply periodic status updates or to participate in feedback calls, etc. A Project Management charge is applicable to such work and is included in the fixed rate.

3. Costs

The monthly costs applicable to this contract are as follows:

Description	Unit	Amount excl. VAT
ERP specialist / Snr ERP Specialist monthly support, technical assistance inclusive of travel time and project management as follows: R 56, 823.76 per weeks a month		
ERP Specialist R 1,285.10 35 hrs.	12 months	R 681 885.12
Travel Time R 642.55 10 hrs.		
Technical assistance R 1 002,87 2 hrs.		
Project Management fee R 1 099,24 2 hrs.		
Project Administration fee R 642,55 2 hrs.		
Total Costs		R 681 885.12

Travel costs are excluded above, estimated to be in the region of **R 15 250.00** excl. VAT per 5-day trip and a total of **R 183,000.00** for the year when utilizing a local based resource.

Should travel not be required, the hours provided for travel can be utilised as consulting time.

Rates applicable to the time quoted is as per the rates card published in the Master Services Agreement for the applicable role.

Travel and accommodation costs will be recovered from the municipality (at cost).

Ad-hoc additional services: The prevailing rates at the time of such requested services would apply. A quotation relating to the specific work and resources required will be provided at the time.

4. Start Date and Duration of Contract

This contract will commence on 1st July 2022 and will terminate on 30th June 2023.

5. General Notes

Note that the information contained in this document is confidential and should not be disseminated to any third party without prior approval by the SAMRAS management.

In relation to this contract, under no circumstances whatsoever shall Solvem Systems Integration or any of its business entities be liable for any indirect or consequential damages, or amounts for loss of income, profits, or savings howsoever arising and from whatsoever cause.

This contract is subject to Solvem Consulting (Pty) Ltd, General Terms and Conditions (Refer Annexure A), and the provisions as stipulated in the Master Services Agreement.

6. Contact Details

Contact Person	Name	E-mail address	Telephone (office)	Telephone (cell)
Operations Manager	Athena Maritz	Athenam@solvem.co.za	(021) 001 2116	082 994 4100
Project Manager	Cecilia Mabuya	Ceciliam@solvem.co.za	(021) 001 2116	082 891 0234
General Manager	Cherina Smith	Cherina@solvem.co.za	(021) 001 2116	084 600 8282

7. Signatures

Thus, done and signed at _____ by **SOLVEM Consulting (Pty) Ltd.**
on this _____ day of _____ 20__ in the presence of the undersigned witnesses.

For and on behalf of
SOLVEM Consulting (Pty) Ltd.
(Who warrants authority to sign)

Full Name and Designation
(Who warrants authority to sign)

As Witnesses:

Signature and Full Name

Signature and Full Name

Thus, done and signed at Sowiset East by **Blue Crane Local Municipality**
on this 31 day of January 2023 in the presence of the undersigned witnesses.

For and on behalf of
Blue Crane Local Municipality
(Who warrants authority to sign)

Mzwandile Lindel Nini Municipal

Full Name and Designation Manager
(Who warrants authority to sign)

As Witnesses:

NIGEL DELO

Signature and Full Name BCRM-CFO

Prozane Frolick

Signature and Full Name Secretary