



## GOVAN MBEKI MUNICIPALITY

**TENDER NO. 8/3/1-1/2024**  
**Notice no: 01/2024**

**INVITATION FOR FINANCIAL INSTITUTIONS REGISTERED IN TERMS  
 OF THE BANKS ACT, ACT NO 94 OF 1990 TO  
 RENDER BANKING SERVICES FOR A PERIOD OF 5 YEARS**

<b>CLOSING DATE:</b>	<b><u>29 MARCH 2024</u></b>	<b>TIME</b>	<b>12:00</b>
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<b>NAME OF TENDERER</b>	
<b>TOTAL AMOUNT (MBD 3.1)</b>	
<b>CENTRAL SUPPLIER DATABASE NUMBER</b>	MAAA
<b>TAX COMPLIANCE PIN</b>	
<b>CONTACT PERSON</b>	
<b>CONTACT NUMBER</b>	

<b>ENQUIRIES REGARDING BID PROCEDURES</b>		<b>TECHNICAL ENQUIRIES</b>	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE FINANCIAL SERVICES BUDGET & BANK RECON.	
<b>MR. THEMBA SHABANGU</b>		<b>MS. NONDUMISO MONDLANE</b>	
<b>DEPUTY DIRECTOR: SCM</b>		<b>MANAGER: BANK RECON</b>	
<b>TEL. NUMBER</b>	<b>017 620 6161</b>	<b>TEL. NUMBER</b>	<b>017 620 6471</b>
<b>TENDER ISSUED BY</b>			
SUPPLY CHAIN MANAGEMENT UNIT			
<b>OFFICE: D207</b>		<b>TEL. NUMBER</b>	<b>017 620 6161</b>
GOVAN MBEKI MUNICIPALITY		HORWOOD STREET, SECUNDA CBD	

# GOVAN MBEKI MUNICIPALITY (GMM)

TENDER DETAILS						
TENDER NUMBER	8/3/1-33/2023					
TENDER TITLE	<b>INVITATION FOR FINANCIAL INSTITUTIONS REGISTERED IN TERMS OF THE BANKS ACT, ACT NO 94 OF 1990 TO RENDER BANKING SERVICES FOR A PERIOD OF 5 YEARS</b>					
CLOSING DATE	29 MARCH 2024		CLOSING TIME		12:00	
BRIEFING MEETING	DATE	N/A	TIME	N/A	COMPULSORY	N/A
SITE MEETING ADDRESS	N/A					
TENDER DOCUMENT FEE	Tender documents must be downloaded free on the e-tenders portal website: <a href="http://www.etenders.gov.za">www.etenders.gov.za</a>			PREFERENCE POINT SYSTEM	80/20	
BID BOX SITUATED AT	<b>RECEPTION AREA, GOVAN MBEKI MUNICIPALITY, SECUNDA CDB</b>					
OPERATING HOURS	The bid box is open during office hours, Monday to Thursday from 07h30 to 16h30 and Friday from 07h30 to 14h00.					
OFFER TO BE VALID FOR	<b>90 DAYS FROM THE CLOSING DATE OF TENDER</b>		<b>LOCAL CONTENT</b>		N/A	
PLEASE NOTE:						
<ol style="list-style-type: none"> <li>1. Prospective suppliers must be registered on CSD prior to submitting bids (open bids)</li> <li>2. <b>Tenders that are deposited in the incorrect box will not be considered.</b></li> <li>3. This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of contract (GCC) and, if applicable, any other special conditions of contract.</li> <li>4. Telegraphic, mailed or faxed tenders will not be accepted.</li> <li>5. No late bids after closing date and time will be accepted.</li> <li>6. Bids not clearly marked and unamend will not be accepted.</li> <li>7. Bids may only be submitted on the bid documentation provided by the municipality.</li> <li>8. No awards will be made to a person:               <ol style="list-style-type: none"> <li>i. Who is in the service of the state,</li> <li>ii. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state</li> <li>iii. Who is an advisor or consultant contracted with the municipality or municipal entity</li> </ol> </li> </ol>						

## BIDDER'S TENDER DOCUMENTATION DECLARATION

	Question	Bidder's Response
1	Have you initialed all the pages of the tender document?	*YES / NO
2	Have you completed and signed the returnable schedules?	
2.1	▪ Schedule 1 : Resolution of board of directors	*YES / NO
2.2	▪ Schedule 2 : Resolution to enter into consortia or JV's	*YES / NO
2.3	▪ Schedule 3 : Commitments of tenderer	*YES / NO
2.4	▪ Schedule 4 : Record of addenda to tender documents	*YES / NO
2.5	▪ Schedule 5 : Compulsory enterprise questionnaire	*YES / NO
2.6	▪ Schedule 6 : Municipal service account	*YES / NO
3	Have you completed / signed and submitted all relevant information as requested by the evaluation schedules? <b>(as and when required)</b>	*YES / NO
4	Have you completed and signed the MBD 4 form - Declaration of Interest?	*YES / NO
5	Have you completed the questionnaire (MBD 5) regarding the declaration for procurement above R10-million and submitted your company's latest three years audited financial statements <b>(as and when required)?</b>	*YES / NO
6	Have you take note of the contents of par 5 of MBD 6.1 for a specific goal and points allocated	*YES / NO
7	Have you completed and signed MBD 6.2 and Annexure C	*YES / NO
8	Have you completed and signed the following form: MBD 7.1 Form - Contract form for purchase of goods / works? MBD 7.2 Form - Contract Form for rendering of services? <b>(as and when required)</b>	*YES / NO
10	Have you completed and signed the MBD 8 – Declaration of bidder's past Supply Chain Management Practices and MBD 9 – Certificate of Independent Bid Determination?	*YES / NO
11	Do you understand the Special Conditions of Contract / Specifications / Terms of Reference and/or Scope of Works?	*YES / NO
12	Have you completed the Form of Offer (C1.1) in <b>WORDS</b> as well as in <b>FIGURES</b> ?	*YES / NO
13	Have you completed and signed Part 2 of C1.2 (Contract Data)?	*YES / NO
14	Have you completed the MBD 3.3 form and carried over your tendered price (VAT inclusive) to Form of Offer (C1.1)?	*YES / NO
15	Have you submitted the compulsory documents	*YES / NO

<b>TENDER NO.</b>	8/3/1-1/2024				
	BIDDER	WITNESS	EMPLOYER	WITNESS	

## BIDDER'S TENDER DOCUMENTATION DECLARATION CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct, completed and submitted.

NAME OF REPRESENTATIVE	
POSITION / DESIGNATION	
SIGNATURE	
DATE	

<b>TENDER NO.</b>	<b>8/3/1-1/2024</b>				
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BIDDER

WITNESS

EMPLOYER

WITNESS

## SCHEDULE OF DOCUMENTS

The tender documents for this contract comprise of the following:

### THE TENDER

**T1: Tendering procedures**

- T1.1. Tender Notice and Invitation to Tender (MBD 1)
- T1.2. Tender Data
- T1.3. Standard Conditions of Tender

**T2: Returnable documents**

- T2.1 List of Returnable Documents
- T2.2 Returnable Schedules
  - T2.2.1 Returnable Schedules Required for Tender Evaluation Purposes
    - Schedule 1 : Resolution of Board of Directors
    - Schedule 2 : Resolution of Board of Directors to enter consortia or JV's
    - Schedule 3 : Commitments of Tenderer
    - Schedule 4 : Record of Addenda to tender documents
    - Schedule 5 : Compulsory enterprise questionnaire
    - Schedule 6 : Municipal service account

**T2.2.2 Compulsory Municipal Bid Documentation**

- MBD 4 : Declaration of Interest
- MBD 5 : Declaration for procurement above R10-million
- MBD 6.1 : Preferential Procurement claim
- MBD 7.1 : Contract form for purchasing of Goods
- MBD 8 : Declaration of bidder's past supply chain management practices
- MBD 9 : Certificate of Independent Bid Determination

<b>TENDER NO.</b>	8/3/1-1/2024				
	BIDDER	WITNESS	EMPLOYER	WITNESS	

## THE CONTRACT

### C1: Agreement and Contract Data

#### C1.1 Form of Offer and Acceptance

C1.1.1 Form of Offer

C1.1.2 Form of Acceptance

C1.1.3 Schedule of Deviations

#### C1.2 Contract Data

C1.2.1 Part 1: Data provided by the Employer

C1.2.2 Part 2: Data provided by the Service Provider

C1.2.3 Part 3: Specifications

### C2: Pricing Schedule

C2.1 MBD 3.1: Pricing Schedule

### C3: Terms of Reference

TENDER NO.	8/3/1-1/2024				
		BIDDER	WITNESS	EMPLOYER	WITNESS

# THE TENDER

TENDER NO.	8/3/1-1/2024					
		BIDDER		WITNESS	EMPLOYER	WITNESS

# T1 TENDERING PROCEDURES

TENDER NO.	8/3/1-1/2024					
		BIDDER		WITNESS	EMPLOYER	WITNESS



# T1.1 TENDER NOTICE & INVITATION

MBD1

## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GOVAN MBEKI MUNICIPALITY**

BID NUMBER:	<b>8/3/1-1/2024</b>	CLOSING DATE:	<b>29 MARCH 2024</b>	CLOSING TIME:	<b>12:00</b>
DESCRIPTION	INVITATION FOR FINANCIAL INSTITUTIONS REGISTERED IN TERMS OF THE BANKS ACT, ACT NO 94 OF 1990 TO RENDER BANKING SERVICES FOR A PERIOD OF 5 YEARS				

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

**RECEPTION AREA,**

**GOVAN MBEKI MUNICIPALITY**

**HORWOOD STREET SECUNDA CBD**

**OFFICE HOURS: MON TO THURS- 07h30 UNTIL 16h30 & FRI- 07H30 – 14H00**

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

TAX COMPLIANCE STATUS	TCS PIN:		CSD No:	
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<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
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<i>TOTAL NUMBER OF ITEMS OFFERED</i>		<i>TOTAL BID PRICE</i>	R
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<i>SIGNATURE OF BIDDER</i>	.....	<i>DATE</i>	
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*CAPACITY UNDER WHICH THIS BID IS SIGNED*

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL INFORMATION MAY BE DIRECTED TO:**

DEPARTMENT	Finance – SCM	DEPARTMENT	Finance – Budget & Reporting
CONTACT PERSON	Ntokozo Mabizela	CONTACT PERSON	Nondumiso Mondlane
TELEPHONE NUMBER	017 620 6112	TELEPHONE NUMBER	017 620 6471
E-MAIL ADDRESS	<a href="mailto:ntokozo.m@govanmbeki.gov.za">ntokozo.m@govanmbeki.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:nondumiso.m@govanmbeki.gov.za">nondumiso.m@govanmbeki.gov.za</a>

<b>TENDER NO.</b>	<b>8/3/1-1/2024</b>				
		BIDDER	WITNESS	EMPLOYER	WITNESS

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 **FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.**
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

<b>TENDER NO.</b>	8/3/1-1/2024				
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BIDDER

WITNESS

EMPLOYER

WITNESS



**GOVAN MBEKI MUNICIPALITY**

**TENDER NO.:8/3/1-1/2024**

**Notice No: 01/2024**

**CLOSING DATE: 29 MARCH 2024 AT 12H00**

**“INVITATION FOR FINANCIAL INSTITUTIONS REGISTERED IN TERMS OF THE BANKS ACT, ACT NO 94 OF 1990 TO RENDER BANKING SERVICES FOR A PERIOD OF 5 YEARS”**

Tender documents and specifications are available and can be downloaded free on the e-tenders portal website: [www.etenders.gov.za](http://www.etenders.gov.za). Documents will not be sold.

The closing time for receipt of tenders is **12:00hrs** on **29/03/2024**. No telephonic, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be public.

**No Briefing will be held for this tender.**

Any technical enquiries relating to the tender document may be directed to the Ms. Nondumiso Mondlane Manager: Budget, Reporting & Bank Recon. at (017) 620-6471 and e-mail [nondumiso.m@govanmbeki.gov.za](mailto:nondumiso.m@govanmbeki.gov.za)

Any general enquiries relating to the tender document may be directed to the Mr. Ntokozo Mabizela: Supply Chain Management unit section at 0176206112 and e-mail [ntokozo.m@govanmbeki.gov.za](mailto:ntokozo.m@govanmbeki.gov.za)

Fully completed tender documents, clearly marked “**Tender No. 8/3/1-33/2023: “INVITATION FOR FINANCIAL INSTITUTIONS REGISTERED IN TERMS OF THE BANKS ACT, ACT NO 94 OF 1990 TO RENDER BANKING SERVICES FOR A PERIOD OF 5 YEARS”** with “NAME of TENDERER” **must be placed in a sealed envelope and placed in the** tender box provided by **Govan Mbeki Municipality at the Reception area, Secunda CBD, 2302** by no later than 12h00 on **25/10/2023**. The envelope must be endorsed with number, title and closing date as indicated above.

***Bidders will be evaluated on the Ability to execute the project in terms MFMA SCM regulation 28 (1)(b)***

*A preferential point system shall apply whereby work will be allocated to successful bidders in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Govan Mbeki Local Municipality where 80 points will be allocated in respective of price and 20 points for a specific goal on a competitive basis for successful bidders on this tender. Govan Mbeki Municipality Supply Chain Management Policy allocate 20 points to –*

- race 6 points
- people with disability 4 points
- youth 4 points
- woman 4 points
- implementing reconstruction and development programme 2 points.

<b>TENDER NO.</b>	<b>8/3/1-1/2024</b>					
		BIDDER		WITNESS	EMPLOYER	WITNESS

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

Bidders who do not hear anything after 3-months from closing of this tender must consider their bids as unsuccessful.

**The following documents must be attached as Annexure (Bidders that fail to submit documents indicated as compulsory will be disqualified)**

- **Copy/ printed valid Tax compliance status Pin to enable the municipality to verify the bidder's tax compliance status- Compulsory**
- **Copy of company's municipal account or all its directors (not owing for 3 months, from date of publication) or copy of valid Lease Agreement – Compulsory**
- **CSD summary report –Compulsory**
- **Certificate of registration as a Bank in terms of the Banks Act, No 94 of 1990 as well as a company profile.**

**EN MASEKO**  
**MUNICIPAL MANAGER**  
GOVAN MBEKI MUNICIPALITY  
Secunda Municipal Building  
Horwood Street  
**SECUNDA**  
2302

<b>TENDER NO.</b>	<b>8/3/1-1/2024</b>					
		BIDDER		WITNESS	EMPLOYER	WITNESS

## T1.2 TENDER DATA

CLAUSE NO.	
	<p>The Standard Conditions of Tender for procurement makes several references to the tender data for details that apply specifically to this tender. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender for procurement other than disposals.</p> <p>Each item of data given below is cross-referenced to the relevant clause in the above-mentioned Standard Conditions of Tender.</p>
<b>1.2.1</b>	The employer is the <b>Govan Mbeki Municipality</b>
<b>1.2.2</b>	<p>The single volume approach is adopted for this contract.</p> <p>The list of returnable documents identifies which of the documents a tenderer must complete when submitting a tender offer. The tenderer must submit his tender offer by completing the returnable documents including the fully priced Pricing Schedule, signing the “Offer” section in the “Form of Offer and Acceptance” and delivering the single volume procurement document back to the Govan Mbeki Municipality bound up as it was when it was received.</p> <p>The tender documents issued by the employer comprise of the following:</p> <p><b>TENDER</b></p> <p><b>Part T1: Tendering procedures</b>            T1.1 - Tender notice and invitation to tender            T1.2 - Tender data            T1.3 – Standard Conditions of Tender</p> <p><b>Part T2: Returnable documents</b>            T2.1 List of returnable documents            T2.2 Returnable schedules</p> <p><b>CONTRACT</b></p> <p><b>Part C1: Agreements and contract data</b>            C1.1 Form of offer and acceptance            C1.2 Contract data</p> <p><b>Part C2: Pricing Schedule</b>            C2.1 Pricing Instructions and Schedule            C2.2 Priced fees and disbursements</p> <p><b>Part C3: Terms of reference</b>            C3 Terms of reference</p>

<b>TENDER NO.</b>	8/3/1-1/2024				
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1.2.3	<p>The employer's agent is:</p> <p>Name : Ms N Mondlane  Capacity : Manager: Bank Recon  Address : Govan Mbeki Municipality  Horwood Street, Secunda CBD, 2302  Tel: (017) 620 6471  E-mail: <a href="mailto:nondumiso.m@govanmbeki.gov.za">nondumiso.m@govanmbeki.gov.za</a></p>
1.2.4	A competitive negotiation procedure will not be followed
1.2.5	<p><b>Tender Evaluation:</b></p> <p><b><u>First Stage Supply Chain Management Compliance Evaluation: Failure to submit the below-mentioned document will lead to disqualification of your bid</u></b></p> <ol style="list-style-type: none"> <li>1. Copy/ printed Tax compliance status Pin to enable the municipality to verify the bidder's tax compliance status.</li> <li>2. Copy of company's municipal account or all its directors (not owing for 3 months, from date of publication) or copy of valid Lease Agreement – Compulsory</li> <li>3. CSD summary report.</li> <li>4. Certificate of registration as a Bank in terms of the Banks Act, No 94 of 1990 as well as a company profile.</li> </ol> <p><b><u>Second Stage Evaluation of Bidders Ability to execute the project in terms SCM regulation 28 (1)(b). Failure to meet the below mentioned will lead to disqualification of your bid</u></b></p> <p>The following is required:</p> <ol style="list-style-type: none"> <li>1. <b><u>COMPANY EXPERIENCE:</u></b> Failure to submit the below-mentioned document will lead to disqualification of your bid <ol style="list-style-type: none"> <li>1.1 Bidders must have a minimum of 15 Years experience for previous Rendering of banking services to municipalities (3 Appointment letters or more)</li> <li>1.2 3 Reference letters or Completion certificate must also be submitted</li> </ol> </li> <li>2. <b><u>EXTERNAL TRANSACTION CODES:</u></b> <ol style="list-style-type: none"> <li>2.1 Tenderers must submit with the tender documents a complete list of their external transaction codes in use.</li> <li>2.2 This must be supplied in the format of a hardcopy.</li> </ol> </li> <li>3. <b><u>MINIMUM REQUIREMENTS</u></b> <p>The evaluation of tenders will be done in terms of compliance with various listed criteria. Tenders that do not comply with the requirements listed in the table below will automatically be regarded as non-responsive.</p> </li> </ol>

TENDER NO.	8/3/1-1/2024					
		BIDDER	WITNESS		EMPLOYER	WITNESS

	Description of minimum requirement	Indicate compliance with an "X"		For proof of compliance provide bid document reference page number.
		Yes	No	
<b>3.1</b>	<b>Baseline requirements</b>			
3.1.1	Certificate of registration as a Bank in terms of the Banks Act, No 94 of 1990 as well as a company profile.			
3.1.2	Internet banking must be "real-time"			
3.1.3	Previous day's completed bank statement must be available for electronic downloading by 7:00 each morning.			
3.1.4	Inward Debit order system solution must be available.			
<b>3.2</b>	<b>Transactional banking</b>			
<b>3.2.1</b>	<b>Primary bank account:</b>			
3.2.1.1	Must accept all Municipal deposits and must include a reference / description.			
3.2.1.2	Money market account/ accounts linked to the Primary account to enable transfer of funds as and when required.			
3.2.1.3	Overnight/bridging facilities linked between the Municipality's current and money market account/s in the event of an overdraft.			
3.2.1.4	Any adjustment must show original reference.			
3.2.1.5	Facility to be available for periodic balance sweeping into primary account.			
3.2.1.6	Bank charges or interest accrued to be directed to the primary bank account from other bank accounts. Account.			
3.2.1.7	Account specified pre-printed triplicate carbonised deposit books.			
3.2.1.8	Deposit slips to be returned daily via the cash collection service provider.			
3.2.1.9	Deposits received by the Bank's Cash Centre at any time during the day must be deposited and reflect on the same day.			
3.2.1.10	Cashier Cash Floats to be made up in terms of cash specifications produced by the Council. (Money bags to be supplied by the bank).			
3.2.1.11	Tenderer undertakes to inform the Municipality of any new bank codes at least ten (10) working days before the code is implemented by the bank.			
3.2.1.12	In the case of unidentified cash, the Bank is to provide the Municipality with information about depositor in the absence of a deposit identifier or customer account.			
<b>3.2.2</b>	<b>Other bank accounts:</b>			
3.2.2.1	No acceptance of deposits without identifier.			

<b>TENDER NO.</b>	<b>8/3/1-1/2024</b>				
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BIDDER

WITNESS

EMPLOYER

WITNESS

	Description of minimum requirement	Indicate compliance with an "X"		For proof of compliance provide bid document reference page number.
		Yes	No	
3.2.2.2	Validation of identifier.			
3.2.2.3.	Rejection of invalid deposits (Deposits without identifier).			
3.2.2.4	Any adjustment must show original identifier.			
3.2.2.5	Bank charges and interest to be re-directed to the primary bank account.			
<b>3.2.3</b>	<b>Traffic Fine Payments Account</b>			
3.2.3.1	Council requires the successful tenderer to provide the facility to accept Council's Traffic fine payments as per the specification which will be provided by Council.			
3.2.3.2	The following payment channels for Councils traffic fines must be provided by the service provider subject to: <ul style="list-style-type: none"> <li>- No acceptance of deposits without identifier. Validation of identifier</li> <li>- Rejection of invalid deposits</li> <li>- Any adjustment must show original reference</li> </ul>			
3.2.3.2.1	Over the counter			
3.2.3.2.2	ATM's			
3.2.3.2.3	Internet banking			
<b>3.2.4</b>	<b>Special Account for Guarantees</b>			
3.2.4.1	Issuing of guarantees. A separate investment account would be opened for this.			
<b>3.3</b>	<b>Expenditure</b>			
3.3.1	All payment entries to show a unique reference number.			
3.3.2	Any adjustment to payment entries must show original reference.			
3.3.3	The service provider must facilitate the following mode of payments: EFT.			
<b>3.4</b>	<b>Bank reconciliations:</b>			
3.4.1	Bank statements to be downloaded daily must be in the file layout format as required by the municipality's financial system service provider.			
3.4.2	All bank statement transactions require to be correctly referenced to facilitate the financial system service provider reconciliation process.			
3.4.3	Bank statements must be sent electronically in PDF format and hard copies must be delivered to the Municipality on a monthly basis within 5 working days after month end.			
3.4.4	Unpaid items must be debited individually on the Bank Statements and bear the same unique identifier reference as the original deposit.			

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<b>3.5</b>	<b>Host-to-Host Solution (Inward debit order facility)</b>			
3.5.1	Secure host-to-host solution that can accommodate the Municipality's core financial system and transactional volumes.			
3.5.2	Transfer electronic transactions from the financial system services provider to the bank's system without downloading the transaction to a user's PC.			
3.5.3	Accept files in the standard ACB/BankServ format / a format that can easily be created in the financial system service provider's environment.			
5.4	Accommodate an item limit up to R1 000 000 mixed with other smaller items in the same file.			
3.5.	Accommodate more than one payment file per day (no overwriting of previously sent file).			
3.5.6	Accommodate inward debit order transactions to all banks in one file.			
3.5.7	Security based on different user codes for the different business user groups.			
3.5.8	Item/Transaction limits, day limits, weekly limits, etc. per user code.			
3.5.9	File security via control totals and hash totals.			
3.5.10	File/directory naming convention whereby the files/directory can easily be identified without looking at the contents of the file.			
3.5.11	Use of a system of transmission and sequence numbers that prevent the accidental duplication of a transmission file (if the file was sent twice).			
3.5.12	Message indicating if the transmission was accepted needs to be returned within one hour.			
3.5.13	An administrative system that will warn the Municipality if any of the daily or weekly limits are close to being exceeded.			
3.5.14	Report on all successful transfers.			
3.5.15	Report on all unsuccessful transfers together with identifiers indicating vendor name and value.			
3.5.16	Prompt the users regularly to change their password to the solution			
<b>3.6</b>	<b>Desktop/Direct Solution (Internet banking solution)</b>			
3.6.1	Desktop based online solution (utilising the internet as a communication medium) for payments.			
3.6.2	Built in two stages sign on and approving security mechanism.			
3.6.3	Online bank inquiry solution.			
3.6.4	Accommodate payments to banking institutions where a universal branch code is utilised.			
3.6.5	Report on all successful transfers.			
3.6.6	Prompt the users regularly to change their password to the solution			
3.6.7	Where payments are sent in advance it must be possible to recall specific transactions.			
3.6.8	A message / messages indicating rejected/unpaid transactions returned the next day or as soon as			

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		available.			
	3.6.9	Reference fields returned on all transactions that are rejected.			
	3.6.10	Branch code verifications as well as a CDV checks occur immediately after any transactions are sent.			
	3.6.11	General internet e-mail not to be used as mode of transmission / instruction between the Municipality and the bank for desktop/direct solutions.			
	3.6.12	Able to accept payment transactions between the hours of at least 08:00 and 16:30 on week days, excluding public holidays.			
	3.6.13	Municipality to be notified of any redirected transactions.			
	3.6.14	All entries on the bank statement must show a unique reference and event number.			
	3.6.15	Bank Charges and interest must be separately and uniquely coded by the bank. Any subsequent adjustments to these entries must bear the same reference number on the bank statements as the original entry.			
	3.6.16	System must provide the following payment services: from same day to at least 30 days transmission in advance.			
	3.7	<b>Card Machines (Speed point / Merchant services)</b>			
	3.7.1	To facilitate debit and credit card payment facilities at each cashier and to include the necessary router for the credit card machine to function correctly.			
	3.7.2	Periodic upgrade of credit card machines			
	3.7.3	Stand-alone terminals with router included in installation.			
	3.7.4	Mobile terminal with router included in installation.			
	3.8	<b>Treasury:</b>			
	3.8.1	Tenderer to provide an interest and bank charges statement to be available on a monthly basis within 5 working days after month end. It must be available in hard copy and electronic PDF format. Hard copy to be delivered and PDF format to be sent electronically.			
	3.8.2	Electronic invoices supported by detailed workings of the calculation of the bank charge must be supplied monthly, within 5 working days after month end.			
	3.8.3	Cash management scheme netting of balances to be available.			
	3.8.4	Upon request make available depositor contact information in imagining or email. Information should be available for at least 12 months.			
	3.9	<b>Fraud protection:</b>			
	3.9.1	Measures to be instituted to protect Council against all forms of fraud.			
	3.10	<b>Bulk cash handling.</b>			

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3.10.1	Details of operation of bulk cash centres and confirmation that money will be deposited the same day as received.			
3.11	<b>Proof of operational capabilities.</b>			
3.11.1	Proof that the tenderer can accommodate the transaction volumes as shown in the specification by reference to the tenderers existing client base and volumes, systems and infrastructure.			

#### 4. IMPLEMENTATION TIMETABLE

An implementation timetable should be provided to include all deliverables leading up to implementation for transacting to commence on 1 July 2024

	<b>Implementation plan and time frames</b>	<b>For proof of compliance provide bid document reference page number.</b>
4.1	Provide implementation plan and time frames for implementation.	
4.2	Provide a testing environment / testing facility.	
4.3	Test environment/facility available before go live as well as after go live for a period as agreed upon.	
4.4	Tenderers assign dedicated staff to be prepared to interact and respond during Govan Mbeki Municipality's implementation phase.	
4.5	A complete list of external transaction codes to be used must be submitted.	
4.6	External transaction codes supplied in hardcopy and electronic format (in Excel) on a CD. Format must be compatible with the financial system service provider.	
4.7	A programme for the required banking services including implementation of a marketing/publicity strategy.	
	<b>Implementation costs:</b>	
4.8	An indication of any additional computer hardware or software (and its cost to the Council, if applicable) that Council must acquire in order for the proposed banking systems to interface with the core financial system and / or to operate at the required level of efficiency.	
4.9	The training requirements (and its cost to Council, if applicable), for Council's staff to use the proposed banking systems.	
4.10	Bank should be prepared for parallel runs for up to two months before Go- Live, if required.	

#### 5. INFORMATION TO BE PROVIDED BY THE BIDDER

This section provides a checklist of additional information to be provided by the Bidder:

	<b>Corporate structure &amp; strength of tenderer</b>	<b>For proof of compliance provide bid document reference page number.</b>
5.1	Audited financial statements for the last 3 years.	
5.2	Branch network in the Govan Mbeki Area (Location and number).	

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	<p><b>5.3</b> ATM network in the Govan Mbeki Area (Location and number).</p> <p><b>5.4</b> Details of relationship banking structure and operation.</p> <p><b>5.5</b> A dedicated support team to maintain and service all banking queries.</p> <p><b>5.6</b> Social investment &amp; employment equity programmes in Mpumalanga</p> <p><b>5.7</b> Indicate if bidder has current exposure to the following: National, Provincial or Local Government</p> <p><b>5.8</b> Details of the following in respect of the branch which will be designated as the home branch of Council's bank accounts:</p> <p>(a) Name and physical location</p> <p>(b) Management structure, names and positions</p> <p>(c) Staffing numbers and structures</p> <p>(d) Facilities and services available</p> <p>(e) Afterhours access to Branch</p> <p>(f) Dedicated operational/technical support.</p> <p>(g) IT (financial) systems, back-up facilities including disaster management.</p> <p><b><u>Third Stage Evaluation on 80/20-point system</u></b></p> <ul style="list-style-type: none"> <li>▪ 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million.</li> <li>▪ 80 points will be allocated for total bid price</li> <li>▪ 20 points will be allocated for a specific goal in terms of preference point system as per the completed MBD 6.1.</li> </ul> <p><b>*NB: Bidders who submit fraudulent documents, will be reported to National Treasury and a case opened against them. Please make sure to submit truthful documents.</b></p>	
<b>1.2.6</b>	<p>Site visit and clarification meeting:</p> <p>No Briefing session</p>	
<b>1.2.7</b>	The closing time for submission of tender offers is as indicated in the tender notice and invite	
<b>1.2.8</b>	<b>Alternative offers will not be considered</b>	
<b>1.2.9</b>	Additional copies of the tender offer, document will not be required	
<b>1.2.10</b>	<p>The employer's address for delivery of tender offers and identification details to be shown on such tender offer package are:</p> <p>Location of tender box : Govan Mbeki Municipality</p> <p>Physical address : Reception area, Secunda Municipal Building, Horwood Street</p> <p><u>Identification details:</u> As indicated in the tender notice</p> <p><b><u>Tender No. 8/3/1-33/2023: INVITATION FOR FINANCIAL INSTITUTIONS REGISTERED IN TERMS OF THE BANKS ACT, ACT NO 94 OF 1990 TO RENDER BANKING SERVICES FOR A PERIOD OF 5 YEARS</u></b></p>	
<b>1.2.11</b>	A two-envelope procedure will not be followed	

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1.2.12	The site of works is located at Govan Mbeki Municipality
1.2.13	The location for opening of the tender offers, immediately after the closing time thereof shall be at: Time: 12H00 hours on <b>29/03/2024</b>
1.2.14	The procedure for the evaluation of responsive tenders is Method 1 accounting to the 80/20 Preferential Procurement Point System.  The total number of tender evaluation points for preferences to may be claimed is indicated in MBD 6.1
1.2.15	Tender offers will only be accepted if: a) the tenderer is registered on the Central Supplier Database; b) The tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges; c) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and d) the tenderer has not: i) abused the employer's Supply Chain Management System; or ii) failed to perform on any previous contract and has been given written notice to this effect; e) it is considered that the performance of the services will not be compromised through any conflict of interest.
1.2.16	The number of paper copies of the signed Contract to be provided by the employer is <b>one (01)</b>

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## T1.3 STANDARD CONDITIONS OF TENDER

### 1 GENERAL

#### 1.1 Actions

1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in clause 2 and clause 3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices

1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

#### Note:

- a) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.
- b) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract

#### 1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

#### 1.3 Interpretation

1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

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1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
  - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
  - ii) an individual or organization is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
  - iii) Incompatibility or contradictory interests exist between an employee and the organization which employs that employee.
- b) **comparative offer** means the tenderer's financial offer after all tendered parameters that will affect the value of the financial offer have been taken into consideration in order to enable comparisons to be made between offers on a comparative basis
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels
- e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body
- f) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

1.4 **Communication and employer's agent**

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

1.5 **The employer's right to accept or reject any tender offer**

- 1.5.1 The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.
- 1.5.2 The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

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## 1.6 Procurement procedures

### 1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to **clause 3.13**, be concluded with the tenderer who in terms of **clause 3.11** is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

### 1.6.2 Competitive negotiation procedure

1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of clause 3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of clause 3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

1.6.2.2 All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of clause 2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

1.6.2.4 The contract shall be awarded in accordance with the provisions of clause 3.11 and clause 3.13 after tenderers have been requested to submit their best and final offer.

## 2 TENDERER'S OBLIGATIONS

### 2.1 Eligibility

2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

2.1.2 Submit a tender offer only if the tenderer satisfies that the minimum score for functionality criteria will be met.

2.1.3 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

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2.2 **Cost of tendering**

Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

2.3 **Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

2.4 **Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.5 **Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

2.6 **Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

2.7 **Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

2.8 **Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

2.9 **Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) may not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

2.10 **Pricing the tender offer**

2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT)), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

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- 2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.
- 2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.
- 2.10.5 Complete and sign form of offer and MBD3.1/MBD3.3/Bill of Quantities in full. Incomplete documents will invalidate your offer.

2.11 **Alterations to documents**

Not make any alterations or additions to or dismantle the tender documents. All signatories to the tender offer shall initial all alterations. Erasures and the use of masking fluid are prohibited.

All supporting documents to the tender must be attached only at the end of this document as Annexures.

2.12 **Alternative tender offers**

- 2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.
- 2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

2.13 **Submitting a tender offer**

- 2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.
- 2.13.2 Return all returnable documents to the employer after completing them in their entirety, by writing legibly in non-erasable ink, unless stated otherwise on the tender advert.
- 2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.
- 2.13.4 Sign all the pages of the original and all copies of the tender offer where required In terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.
- 2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

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- 2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.
- 2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.
- 2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
- 2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.
- 2.14 **Information and data to be completed in all respects**
- Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as non-responsive.
- 2.15 **Closing time**
- 2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery
- 2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.
- 2.16 **Tender offer validity**
- 2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period (not less than 90 days) stated in the tender data after the closing time stated in the tender data.
- 2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.
- 2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.
- 2.16.4 Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of **clause 2.13** with the packages clearly marked as "SUBSTITUTE".
- 2.17 **Clarification of tender offer after submission**
- 2.17.1 Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note:

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**Clause 2.17.1** does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the employer elect to do so.

2.18 **Provide other material**

2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

2.19 **Inspections, tests and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

2.20 **Submit securities, bonds, policies etc.**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

2.21 **Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

2.22 **Return of other tender documents**

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

2.23 **Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

3 **THE EMPLOYER'S UNDERTAKINGS**

3.1 **Respond to requests from the tenderer**

3.1.1 Unless otherwise stated in the tender data, respond to a request for clarification received up to five working days before the tender closing time stated in the tender data and notify all tenderers who drew procurement documents.

3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as

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- individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

**3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the tender data. If, as a result a tenderer applies for an extension to the closing time stated in the tender data, the employer may grant such extension and, shall then notify all tenderers who drew documents.

**3.3 Return late tender offers**

Return tender offers received after the closing time stated in the tender data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

**3.4 Opening of tender submissions**

3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, preferences claimed and time for completion for the main tender offer only.

3.4.3 Make available the record outlined in **clause 3.4.2** to all interested persons upon request.

**3.5 Two-envelope system**

3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

3.5.2 Evaluate the quality of the technical proposals offered by tenderers, then advice tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for quality.

**3.6 Non-disclosure**

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

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3.7 **Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

3.8 **Test for responsiveness**

3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

1.8.3 Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

3.9 **Arithmetical errors, omissions and discrepancies**

3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with **clause 3.11** for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
  - i) line-item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
  - ii) the summation of the prices.

3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and invite the tenderer to either confirm the tender offer as tendered or accept the corrected total of prices.

3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

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- a) If bills of quantities or pricing schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line-item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

3.10 **Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

3.11 **Evaluation of Tender Offers**

3.11.1 **General**

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria that are specified in the tender data.

3.12 **Insurance provided by the employer**

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

3.13 **Acceptance of tender offer**

Accept the tender offer, if in the opinion of the employer, it does not present any unacceptable commercial risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the tender data, and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

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3.14 **Prepare contract documents**

3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the employer and the successful tenderer.

3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

3.15 **Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

3.16 **Notice to unsuccessful tenderers**

3.16.1 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

3.16.2 Bidder's that do not hear anything, after 3 months from closing of this tender, unless communicated otherwise, must consider their bid as unsuccessful.

3.16.3 Unsuccessful forms / documents will be disposed of after 24 months.

3.17 **Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the tender data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

3.18 **Provide written reasons for actions taken**

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender, but withhold information, which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

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**T2 RETURNABLE DOCUMENTS**

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## T2.1 LIST OF RETURNABLE DOCUMENTS

### 1 RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES

- 1.1 Schedule 1 : Resolution of Board of Directors
- 1.2 Schedule 2 : Resolution of Board of Directors to enter into consortia or JV's
- 1.3 Schedule 3 : Commitments of tenderer
- 1.4 Schedule 4 : Record of addenda to tender documents
- 1.5 Schedule 5 : Compulsory enterprise questionnaire
- 1.6 Schedule 6 : Municipal Service Account

### 2 COMPULSORY MUNICIPAL BID DOCUMENTATION

- 2.1 MBD 1 : Invitation to bid
- 2.2 MBD 4 : Declaration of interest
- 2.3 MBD 5 : Declaration for procurement above R10-million
- 2.4 MBD 6.1 : Preference Points Claim Form
- 2.5 MBD 7.1 : Contract form for purchase of goods / works
- 2.6 MBD 8 : Declaration of bidder's past supply chain management practices
- 2.7 MBD 9 : Certificate of Independent Bid Determine

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## T2.2 RETURNABLE SCHEDULES

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**T2.2.1      RETURNABLE SCHEDULES FOR TENDER EVALUATION  
PURPOSES**

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# SCHEDULE 1

## RESOLUTION OF BOARD OF DIRECTORS

**Resolution** of a meeting of the Board of \*Directors / Members / Partners of:

		(Enterprise Name)
Held at		
	(place)	
On		
	(date)	

**RESOLVED that:**

1.	The enterprise submits a bid / tender to the Govan Mbeki Municipality in respect of the following project:	
	<b>TENDER 8/3/1-1/2024: INVITATION FOR FINANCIAL INSTITUTIONS REGISTERED IN TERMS OF THE BANKS ACT, ACT NO 94 OF 1990 TO RENDER BANKING SERVICES FOR A PERIOD OF 5 YEARS</b>	
	Mr./Mrs./Ms.	
	in his/her capacity a:	(Position in the Enterprise)
2.	and who will sign as follows:	(Authorized Signature)
	be, and is hereby, authorized to sign the bid / tender, and any and all other documents and/or correspondence in connection with and relating to the bid /tender, as well as to sign any contract, and any and all documentation, resulting from the award of the bid / tender to the enterprise mentioned above.	

**Directors / Members / Partners of:**

	Name	Capacity	Signature
1			
2			
3			

**Note:**

1. \* Delete which is not applicable
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise
3. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page

ENTERPRISE STAMP
Not compulsory

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## SCHEDULE 2

### RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

		(Enterprise Name)
Held at		
	(place)	
On		
	(date)	

**RESOLVED that:**

1.	The enterprise submits a bid / tender, in consortium / joint venture with the following enterprises:	
	(List all the legally correct full names and registration numbers, if applicable, of the enterprises forming the consortium / joint venture)	
	To the to the Govan Mbeki Municipality in respect of the following project	
	<b>TENDER 8/3/1-1/2024: INVITATION FOR FINANCIAL INSTITUTIONS REGISTERED IN TERMS OF THE BANKS ACT, ACT NO 94 OF 1990 TO RENDER BANKING SERVICES FOR A PERIOD OF 5 YEARS</b>	
2.	Mr./Mrs./Ms.	
	in his/her capacity as	(Position in the Enterprise)
	and who will sign as follows	(Authorized Signature)
2.1	be, and is hereby, authorized to sign a consortium / joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium / joint venture, in respect of the project described under item 1 above.	
2.2	The enterprise accepts joint and several liability with the parties listed under item 2 above for the due fulfillment of the obligations of the joint venture deriving from, and in any way connected with, the contract to be entered into with the department in respect of the project described under item 1 above.	
2.3	The enterprise chooses as its <i>domicilium citandi et executandi</i> for all purposes arising from this joint venture agreement and the contract with the department in respect of the project under item 1 above	
	i) Physical address	
	ii) Postal address	
		(Code)
	iii) Telephone number	
	iv) Fax Number	

All documents applicable to this Schedule must be attached as Annexure A

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BIDDER

WITNESS

EMPLOYER

WITNESS

## RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

Directors / Members / Partners of:

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note:**

1. *Delete which is not applicable*
2. **NB.** *This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise*
3. *Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page*

**Enterprise Stamp**

## SCHEDULE 3

### COMMITMENTS OF TENDERER

Kindly provide particulars of commitments which the tenderer is presently engaged and/or involved with:

	Current Projects / Contract	Organization	Contact Person Name	Contact Tel. No.	Contract Amount	Contract Period	Date of Commence-ment	Scheduled Date of Completion
1.								
2.								
3.								
4.								
5.								

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

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BIDDER

WITNESS

EMPLOYER

WITNESS



## SCHEDULE 4

### RECORD OF ADDENDA TO TENDER DOCUMENTS

I / we confirm that the following communications received from the Govan Mbeki Municipality before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

I / we confirm that no communications were received from the Govan Mbeki Municipality before the submission of this tender offer, amending the tender documents.

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

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	BIDDER		WITNESS		EMPLOYER	WITNESS

## SCHEDULE 5

### COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise**

**Section 2: VAT registration number, if any**

**Section 3: Particulars of sole proprietors and partners in partnerships**

No	Name*	Identity Number*	Personal Income Tax Number*
3.1			
3.2			
3.3			

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 4: Particulars of companies and close corporations**

4.1	Company Registration number	
4.2	Close corporation number	
4.3	Tax reference number	

**Section 5: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

A member of any municipal council		An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)	
A member of any provincial legislation		A member of an accounting authority of any national or provincial public entity	
A member of the National Assembly or the National Council of Province		An employee of Parliament or a provincial legislature	
A member of the board of directors of any municipal entity		An official of any municipality or municipal entity	

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BIDDER

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Name of sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

**Section 6: Records of spouses, children and parents in the service of the state**

Indicate by making the relevant boxes with a cross, if any spouses, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

A member of any municipal council		An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management act, 1999 (act 1 of 1999)	
A member of any provincial legislature		A member of an accounting authority of any national or provincial public entity	
A member of the National Assembly or the National Council of Province.		An employee of Parliament or a provincial legislature	
A member of the board of directors of any municipal entity		An official of any municipality or municipal entity	

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of frauds or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Note: insert separate page if necessary

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<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>CAPACITY</b>	<b>DATE</b>

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		BIDDER		WITNESS	EMPLOYER	WITNESS

## SCHEDULE 6

### MUNICIPAL SERVICE ACCOUNT

Section 45(1)(d) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder or any of its directors whose municipal services account are in arrears for more than three months.

The purpose of this schedule is to obtain proof that municipal services of the service provider are not in arrears for more than three months, with the relevant municipality.

**Each bidder must complete the below checklist. Important: if you fail to complete this form, the bid will be non-responsive.** (Please tick with **X** where appropriate):

QUESTIONS		YES	NO
1.	Do you own a property?		
2.	Do you receive a municipal services account?		
3.	Is your municipal services account up to date / current (not in arrears for more than three months)?		
4.	If yes, provide the following details:		
4.1	▪ Municipality name		
4.2	▪ Municipal account number		
5.	<b>If yes, attach a copy of company's municipal account or all its directors (not owing for 3 months, from date of publication) or copy of valid Lease Agreement – Compulsory</b>		
6.	Does the bidder lease / rent the property where the business is situated?		
7.	If yes, provide the following details:		
7.1	▪ Landlord name		
7.2	▪ Address property is situated		
7.3	▪ Contact number of landlord		
I, (Insert full name)			
of (insert physical address)			
being a Director, Principal Shareholder, owner of company (Insert company name)			
Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
SIGNATURE			

**\* IMPORTANT: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR QUOTE AS NON-RESPONSIVE**

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		WITNESS			

## 1. TAX COMPLIANCE REQUIREMENTS

1. Bidders must ensure compliance with their tax obligations.
2. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable Organ of state to view the taxpayer's profile and tax status.
3. Application for the tax compliance status (TCS) certificate or PIN may be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za)
4. Foreign suppliers have must complete the pre-award questionnaire in part 2.
5. Bidders may also submit a printed TCS certificate together with the bid.
6. In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate TCS certificate / pin / CSD number.
7. Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

## 2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |   |                |
|---|----------------|
| 1. Is the entity a resident of the Republic of South Africa?  | YES / NO / N/A |
| 2. Does the entity have a branch in the RSA?                  | YES / NO / N/A |
| 3. Does the entity have a permanent establishment in the RSA? | YES / NO / N/A |
| 4. Does the entity have any source of income in RSA?          | YES / NO / N/A |
| 5. Is the entity liable in the RSA for any form of Taxation?  | YES / NO / N/A |

**(IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM SARS AND IF NOT REGISTER AS PER 1.3. ABOVE)**

**NB: Failure to provide any of the above particulars may render the bid invalid.**

.....  
**Signature of BIDDER**

.....  
**Date**

.....  
**Capacity under which this bid is signed**

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		BIDDER		WITNESS	EMPLOYER	WITNESS

## MBD 4

### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, hareholder <sup>2</sup> )		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state?  If yes, please furnish particulars:	Yes	No
3.7.1	Name of director		
3.7.2	Service of state organization		

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3.8	Have you been in the service of the state for the past twelve months?  If yes, please furnish particulars:	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?  If yes, please furnish particulars:	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?  If yes, please furnish particulars:	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?  If yes, please furnish particulars:	Yes	No
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state?  If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		



3.12.3	Relationship		
3.13	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?  If yes, please furnish particulars:	Yes	No
3.13.1	Name of director		
3.13.2	Related company		
Note:	<p>SCM Regulations:</p> <p>"<sup>1</sup>In the service of the state" means to be –</p> <p>(a) a member of –</p> <p>(i) any municipal council;</p> <p>(ii) any provincial legislature; or</p> <p>(iii) the national Assembly or the national Council of provinces;</p> <p>(b) a member of the board of directors of any municipal entity;</p> <p>(c) an official of any municipality or municipal entity;</p> <p>(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);</p> <p>(e) a member of the accounting authority of any national or provincial public entity; or</p> <p>(f) an employee of Parliament or a provincial legislature.</p> <p>"<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.</p>		

**4. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee Number

5. I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

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		BIDDER		WITNESS	EMPLOYER	WITNESS

**MBD 5**

**DECLARATION FOR PROCUREMENT ABOVE R10-MILLION  
(ALL APPLICABLE TAXES INCLUDED)**

**For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:**

		Tick applicable box	
1.	Are you by law required to prepare annual financial statements for auditing?	Yes	No
1.1	If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.	Yes	No
2.	Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?	Yes	No
2.1	If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.	Yes	No
2.2	If yes, provide particulars:		
3.	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	Yes	No
3.1	If yes, provide particulars:		
4.	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	Yes	No
4.1	If yes, provide particulars:		

<b>TENDER NO.</b>	<b>8/3/1-1/2024</b>					
BIDDER		WITNESS		EMPLOYER		WITNESS

### CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

<b>TENDER NO.</b>	8/3/1-1/2024					
		BIDDER		WITNESS	EMPLOYER	WITNESS

**MBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to written offer:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

**1.2 To be completed by the organ of state**

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

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		BIDDER		WITNESS	EMPLOYER	WITNESS

2. **DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (f) **“race (HDI)”** a means company owned hundred percent by previously disadvantage people in terms of colour (Blacks)
- (g) **“people with disability”** means physical or mental condition that limits a person’s movements, senses or activities.
- (h) **“youth”** a person between the age of 15 and 35 years.
- (i) **“woman”** means a female human being.
- (j) **“RDP”** Reconstruction and Development Programme is a South African socio-economic policy framework document.

3. **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

3.1. **POINTS AWARDED FOR PRICE**

3.1.1 **THE 80/20 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. **POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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		BIDDER		WITNESS	EMPLOYER	WITNESS

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)
Race (HDI)	6	
Person with Disability	4	
Youth	4	
Women	4	
RDP	2	
<b>Total Points Claimed</b>		

**NB: Bidders must submit the following documents to claim the above-mentioned points:**

- CSD Report
- Certified ID Copy
- Proof of Disability from a registered medical practitioner.

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs

<b>TENDER NO.</b>	8/3/1-1/2024				
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BIDDER

WITNESS

EMPLOYER

WITNESS

1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....

<b>TENDER NO.</b>	8/3/1-1/2024					
	BIDDER		WITNESS	EMPLOYER		WITNESS



## MBD 7.2

### CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN BY BOTH THE SERVICE PROVIDER (PART 1) AND THE EMPLOYER / MUNICIPALITY (PART 2) AND SIGNED IN THE ORIGINAL.**

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

5. I hereby undertake to render the services as described in the attached bidding documents to Govan Mbeki Municipality in accordance with the requirements and task directives / proposals specifications stipulated in bid number **8/3/1 – 1/2024** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Employer / Municipality during the validity period indicated and calculated from the closing date of the bid.
1. The following documents shall be deemed to form and be read and construed as part of this agreement:
- 2.1 Bidding documents, viz
- Invitation to bid;
  - Tax clearance certificate;
  - Pricing schedule(s);
  - Filled in task directive/proposal;
  - Preference claims in terms of the Preferential Procurement Regulations 2022;
  - Declaration of interest;
  - Declaration of Bidder's past SCM practices;
  - Certificate of Independent Bid Determination;
  - Special Conditions of Contract;
- 1.2 General Conditions of Contract;
- 1.3 Other (specify)
2. 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.
3. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
5. I confirm that I am duly authorized to sign this contract.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>
<b>WITNESSES: (SIGNATURE)</b>	<b>DATE</b>
1.	
2.	

<b>TENDER NO.</b>	8/3/1-1/2024					
		BIDDER		WITNESS	EMPLOYER	WITNESS

**MBD 7.2**

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE EMPLOYER / MUNICIPALITY)**

I \_\_\_\_\_ in my capacity  
 as \_\_\_\_\_ accept your bid under  
 reference number **8/3/1 – 33/2023** dated \_\_\_\_\_  
 for the rendering of services hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.
2. 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.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE

4. I confirm that I am duly authorized to sign this contract.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>
<b>WITNESSES: (SIGNATURE)</b>	<b>OFFICIAL STAMP</b>

<b>TENDER NO.</b>	8/3/1-1/2024					
		BIDDER		WITNESS	EMPLOYER	WITNESS

## MBD 8

### DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This municipal bidding document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - 3.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - 3.2 been convicted for fraud or corruption during the past five years;
  - 3.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - 3.4 been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> and can be accessed by clicking on its link at the bottom of the home page</b></p>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> by clicking on its link at the bottom of the home page.</b></p>	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No

TENDER NO.	8/3/1-1/2024					
		BIDDER	WITNESS	EMPLOYER	WITNESS	

Item	Question	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

### **CERTIFICATION**

I, the undersigned certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

<b>TENDER NO.</b>	8/3/1-1/2024				
	BIDDER	WITNESS	EMPLOYER	WITNESS	

## MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This municipal bidding document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). <sup>2</sup>Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - 3.1. take all reasonable steps to prevent such abuse;
  - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:
  - 1 **Includes price quotations, advertised competitive bids, limited bids and proposals.**
  - 2 **Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

TENDER NO.	8/3/1-1/2024					
		BIDDER		WITNESS	EMPLOYER	WITNESS

**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**TENDER 8/3/1-1/2024: INVITATION FOR FINANCIAL INSTITUTIONS REGISTERED IN TERMS OF THE BANKS ACT, ACT NO 94 OF 1990 TO RENDER BANKING SERVICES FOR A PERIOD OF 5 YEARS** in response to the invitation for the bid made by:

<b>NAME OF MUNICIPALITY / MUNICIPAL ENTITY</b>

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

<b>NAME OF REPRESENTATIVE</b>

that:

1. I have read and I understand the contents of this certificate.
2. I understand that the accompanying bid will be disqualified if this certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder.
5. For the purposes of this certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - a. Has been requested to submit a bid in response to this bid invitation;
  - b. Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - c. Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

<b>TENDER NO.</b>	8/3/1-1/2024					
		BIDDER		WITNESS	EMPLOYER	WITNESS

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- 7.1 Prices;
  - 7.2 Geographical area where product or service will be rendered (market allocation);
  - 7.3 Methods, factors or formulas used to calculate prices;
  - 7.4 The intention or decision to submit or not to submit a bid;
  - 7.5 The submission of a bid which does not meet the specifications and conditions of the bid; or
  - 7.6 Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- <sup>3</sup> **Joint venture or consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

<b>TENDER NO.</b>	8/3/1-1/2024				
	BIDDER	WITNESS	EMPLOYER	WITNESS	

**THE CONTRACT**

<b>TENDER NO.</b>	<b>8/3/1-1/2024</b>					
		BIDDER		WITNESS	EMPLOYER	WITNESS



**C1 AGREEMENTS AND CONTRACT DATA**

<b>TENDER NO.</b>	8/3/1-1/2024					
		BIDDER		WITNESS	EMPLOYER	WITNESS

## C1.1 FORM OF OFFER & ACCEPTANCE

### C1.1.1 FORM OF OFFER (COMPUSLORY)

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the following project:

Bid / Tender Number	8/3/1-1/2024
Tender Title	<b>INVITATION FOR FINANCIAL INSTITUTIONS REGISTERED IN TERMS OF THE BANKS ACT, ACT NO 94 OF 1990 TO RENDER BANKING SERVICES FOR A PERIOD OF 5 YEARS</b>

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider / consultant under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS THE FOLLOWING:**

AMOUNT IN WORDS (INCL. VAT)	AMOUNT IN FIGURES ( INCL VAT)
RAND	R

**\*\*AMOUNT MUST BE IN WORDS AS WELL AS FIGURES**

This offer may be accepted by the employer by communicating such acceptance in writing to the tenderer or by signing the acceptance part of this Form of Offer and Acceptance and returning one copy thereof to the tenderer, whereupon the tenderer becomes the party named as the provider / consultant in the conditions of contract identified in the contract data.

Signature Block: Tenderer			
Signature		Date	
Name			
Capacity			
Name of organization			
Address of organization			

TENDER NO.	8/3/1-1/2024				
		BIDDER	WITNESS	EMPLOYER	WITNESS

Signature of witness		Date	
Name of witness			

**C1.1.2 FORM OF ACCEPTANCE**

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer’s offer. In consideration thereof, the employer shall pay the service provider / consultant the amounts due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer’s offers shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1 Agreements and contract data, (which includes this agreement)
- Part C2 Pricing data
- Part C3 Scope of work.
- Service Level of Agreement as signed by the parties.

and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules, will only be valid if reduced to writing and signed by both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, contact the employer’s agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Unless otherwise specified elsewhere in this bidding document or any subsequent written agreement entered into between the parties, this agreement comes into effect on the date when the Employer communicates the acceptance and/or conditions of acceptance of the tenderer’s offer in writing or signs the acceptance part of the Offer and Acceptance, whichever occurs first.

<b>Signature Block: Employer</b>			
Signature		Date	
Name			
Capacity			

<b>TENDER NO.</b>	<b>8/3/1-1/2024</b>				
		BIDDER	WITNESS	EMPLOYER	WITNESS

Name of organization	Govan Mbeki Municipality		
Address of organization	Horwood Street, Secunda CBD, Secunda,2302		
Signature of witness		Date	
Name of witness			

TENDER NO.	8/3/1-1/2024				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**C1.1.3 SCHEDULE OF DEVIATIONS**

**STANDARIZED ITEMS OF SCHEDULE OF DEVIATIONS:**

- Any clarification of the terms of the offer provided by the tenderer in writing
- Any clarification, confirmation or changes to the documents provided by the Employer in writing prior to or simultaneous with award / written acceptance of the offer,

1	Subject	
	Details	
2	Subject	
	Details	
3	Subject	
	Details	
4	Subject	
	Details	

By the duly authorized representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of written acceptance of its offer shall have any meaning or effect in the contract between the parties arising from this agreement.

<b>TENDER NO.</b>	<b>8/3/1-1/2024</b>				
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BIDDER

WITNESS

EMPLOYER

WITNESS

## C1.2 CONTRACT DATA

### PART 1 - DATA PROVIDED BY THE EMPLOYER

The employer is the **Govan Mbeki Municipality**.

**The authorized and designated representative of the employer is:**

Name of employer:	Govan Mbeki Municipality
The address for receipt of communications is:	Govan Mbeki Municipality Horwood Street Secunda CBD Secunda 2302
Telephone:	(017) 620 6000
Facsimile:	N/A
Email:	<a href="mailto:Nondumiso.m@govanmbeki.gov.za">Nondumiso.m@govanmbeki.gov.za</a>
The project bid number and name:	<b>BID 8/3/1-33/2023 INVITATION FOR FINANCIAL INSTITUTIONS REGISTERED IN TERMS OF THE BANKS ACT, ACT NO 94 OF 1990 TO RENDER BANKING SERVICES FOR A PERIOD OF 5 YEARS</b>

Note :

The location for the performance of the Project is **the municipal area of Govan Mbeki**.  
The service provider is required to provide the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.

The service provider is required to obtain the employer's prior approval in writing before taking any of the following actions:

- Appointing subcontractors for the performance of any part of the services,
- Appointing key persons or personnel not listed by name in the contract data.
- Copyright of documents prepared for the project shall be vested with the employer.

TENDER NO.	8/3/1-1/2024				
		BIDDER	WITNESS	EMPLOYER	WITNESS

**PART 2 - DATA PROVIDED BY THE SERVICE PROVIDER**

<b>he service provider is</b>	
Name	
Address	
Telephone:	
Facsimile:	
<b>The authorized and designated representative of the service provider is</b>	
Name	
The address for receipt of communications is	
Telephone	
Facsimile	
Email	
Address	

<b>TENDER NO.</b>	<b>8/3/1-1/2024</b>				
		BIDDER	WITNESS	EMPLOYER	WITNESS

### C.1.2.3 PART 3 SPECIFICATIONS

#### 1. INTRODUCTION

##### 1.1. Tender requirement

- 1.1.1. In terms of the Municipal Financial Management Act (MFMA) and the Supply Chain Management Regulations, Regulation 30, the Municipality must procure banking services through a competitive bidding process. Therefore, commercial banks registered in terms of the Banks Act, no 94 of 1990, are invited to tender for the provision of banking services to the Govan Mbeki Municipality for a period of 5 years. The existing bank contract will expire on 31 August 2024.
- 1.1.2. Bids will only be accepted from banks with a branch in Secunda or a bank which can provide an acceptable timeframe for establishing such a facility in the town.
- 1.1.3. The Govan Mbeki Municipality, intends to appoint a main banker, but reserves the right to award the various services to different financial institutions which can result in financial institutions receiving a proportionate share of the awards in terms of this tender. The successful tenderers must also be prepared to negotiate any new developments / services which may become available during the tenure of the contract.
- 1.1.4. It must be noted that should there be any other requirements or niche services which fall outside of the scope of this tender; the Municipality reserves the right to procure those services by using the contract that will be appointed or by means of a separate process.

#### 2. SCOPE SUMMARY

##### 2.1. Bank accounts

In terms of the Municipal Finance Management Act, no 53 of 2006, a municipality must operate a Primary Bank Account. The following monies are paid into the Primary Bank Account and other accounts that the Municipality may operate:

- 2.1.1. All revenue due to the Municipality.
- 2.1.2. All income received by the Municipality on its investments
- 2.1.3. All money collected by the Municipality, or other external mechanism on behalf of the Municipality.
- 2.1.4. Any other monies as may be prescribed.

##### 2.2. Financial activities and information

###### 2.2.1. Payments

- 2.2.1.1. Payments to creditors are affected by electronic transfers.

###### 2.2.2. Revenue

- 2.2.2.1. Cash is collected at Secunda, Evander, Trichardt, Kinross, Leandra,

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eMbalenhle, Charl Cilliers, Bethal and eMzinoni by a Cash-in-Transit (CIT) services company and transported to the relevant bank.

2.2.2.2. All of the above-mentioned sites must have card payment facilities.

2.2.2.3. Revenue may be received by the cashiers, direct deposits and facilities for speed points/card merchant services.

2.2.2.4. Payments to the Municipality are also currently made via EASYPAY, South African Post Offices (SAPO) and EFT.

2.2.2.5. The Municipality also has a facility whereby consumers can pay their accounts via debit order.

2.2.2.6. Prepaid electricity sales facilities are available at various vendors all over the municipal area.

### 2.2.3. Consumers

2.2.3.1. Approximately 89 000 consumer accounts billed per month.

2.2.3.2. Consumer payment preferences are of such a nature that less than 10 % of annual receipts are received in a form of cash.

### 2.2.4. General

2.2.4.1. The Municipality at present employs approx. 1 300 permanent and up to 300 temporary officials. Salaries and wages are paid through a 24-hour electronic transfer service.

2.2.4.2. Credit balances on the primary bank account and linked money market account/s are maintained on average at an aggregate of R50 000 000.00 daily.

2.2.4.3. The Municipality will at the onset of the contract period operate **5 (five)** bank accounts:

- (a) Govan Mbeki Municipality Primary bank account
- (b) Govan Mbeki Municipality 3 Call Accounts (one for MIG and for the excess funds)
- (c) Govan Mbeki Traffic Department Fines

2.2.4.4. Bids must include provision for the training of staff of the Municipality relating to the implementation and management of the bank's services and must take place on site at the municipality during the implementation phase. Regular meetings with the CFO/Core Financial Team must be held during the implementation phase.

2.2.4.5. Identifiers for all electronic services e.g., electronic transfers/deposits to/from the accounts of the Municipality are of the utmost importance.

### 2.3. Contract period

2.3.1. The contract period is 5 Years

2.3.2. The contract for the provision of banking services is set to commence on 1

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September 2024 or the date of signing of the contract, whichever is the later date

**2.4. Validity period of tender**

The tender offer must be valid for a period of 120 days after closing date.

**3. PRICE ESCALATIONS**

3.1. Escalation will only be allowed once per annum for the last four years of the contract. Escalation is however not compulsory and if no escalation will take place, it must be stated as such in the space provided below. For bid evaluation purposes the stated quantities as per the pricing schedule will remain unchanged, thus the total cost for year 1 will be used to apply the escalation percentage for the outer 4 years, or part thereof.

3.1.1. **Fixed annual escalation percentage, if any:**

\_\_\_\_\_.

3.1.2. **If the date of the annual escalation is different from the 1st of July of each year, state the date of annual escalation:**

\_\_\_\_\_.

**NO ESCALATION WILL BE ALLOWED WITHIN THE FIRST 12 MONTHS FROM INCEPTION OF THE CONTRACT DATE.**

3.2. The bid will be evaluated for pricing purposes over the full term of the contract term, in other words for the full term of 5 years.

3.3. All tariffs quoted as per the pricing schedule will be adjusted with the escalation percentage as quoted in paragraph 3.1.1 above, for the 4 outer years, or par thereof, from the date as indicated. The tariffs will be rounded to the same decimal digits as included in the pricing schedule.

**4. Banking products and services**

**4.1.1. Accounts**

4.1.1.1. Five current accounts will be opened at the onset. The primary bank account (main account) will receive all statutory revenue due to the Municipality, all income received on its investments and interest and any other money collected by the Municipality, entity or other external mechanism on behalf of the Municipality and any other monies as may be prescribed. The four secondary accounts will be for specific purposes relating to Municipal Infrastructure Grants payments (MIG), and Traffic fine payments (with identifier) and two call accounts to transfer excess monies received by the municipality and to ringfence other grants. All payments will only be affected from the primary account.

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- 4.1.1.2. Access to Overdraft facility on the main account as and when the municipality requires.
- 4.1.1.3. Access to the account balances and availability to transact during business hours.
- 4.1.1.4. The interest rate for interest earned on credit balances should be the same for all four accounts. All interest to be credited to the main account.
- 4.1.1.5. All transactions debited or credited to any of the bank accounts must contain effective referencing for clear identification. Identifiers for all electronic services e.g., electronic transfers / deposits to the accounts of the municipality are of utmost importance.

**4.1.2. Bank Charges**

- 4.1.2.1. Bank charges for all bank accounts must be directed to the main bank account.
- 4.1.2.2. Invoices supported by detailed workings of the calculation of the bank charges must be supplied monthly.
- 4.1.2.3. Service fees and escalations. All service fees on bank statements must be identified so that the municipality can verify the charges for the different services. The bank must be committed to a quantifiable escalation.
- 4.1.2.4. Cash and foreign deposit fees that will be charged for any deposits must be stated.
- 4.1.2.5. An Automated Clearing Burau (ACB) debit order facility must be available. Please indicate fees per transaction and minimum monthly charges.
- 4.1.2.6. Charge per transaction for recalls.
- 4.1.2.7. Cost to supply information to the municipality regarding unpaid ACB transactions.
- 4.1.2.8. Bank charges should preferably be debited against the bank account on the last day of each month.

**4.1.3. Cash (Bulk Deposits)**

- 4.1.3.1. Pre-printed carbonized deposit books are required to record individual cashier's deposits.
- 4.1.3.2. The tenderer's teller must capture the reference from the pre-printed deposit slip, for all deposit's taken in over the counter at any of the tenderer's branches.
- 4.1.3.3. Controls to ensure that the physical cash deposited is reconciled to the amount recorded on the deposit slip.
- 4.1.3.4. Providing copies of deposit slips / depositor details / statements.
- 4.1.3.5. Deposit identifiers must be installed on secondary accounts to prevent payments with incorrect references. Available controls to limit unallocated deposits must be explained. Deposit identifiers must be able to read up to 16 digits.
- 4.1.3.6. Unpaid items must be debited individually on the bank statement and bear

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the same unique identifier reference as the original deposit.

**4.1.4. Cash Centres**

- 4.1.4.1. The bank shall provide a facility where it can receive the municipal deposits from the cash in transit company (CIT) who will be dropping off bulk deposits. In addition, this system must be able to track the receiving, processing and finalization of a deposit.
- 4.1.4.2. The facility must have video footage of all municipal deposits being counted by the bank tellers. Such video footage must clearly show the CIT deposit bag number. Recording of the video footage must be made available to the municipality on request and the municipality must have the right to take a copy of such recordings away from the cash center. Cash shortages and or surpluses at the Cash Centre must be communicated immediately to the relevant municipal officials. Deposit slips to be returned daily via the CIT service provider.

**4.1.5. Interest Received**

- 4.1.5.1. Rate of interest payable on credit balances to be indicated.
- 4.1.5.2. Interest to be credited to the main bank account on the first of each month.

**4.1.6. Internet banking**

The requirement is the ability to use real-time systems that provides cash management, payments and receipts solutions. These solutions must have built in efficiencies where there is a clear reduction in costs with regard to the Municipality's administration and accounting functions and improved controls with the results being a reduction in operational risk and fraud. The successful bidder should be able to provide the following:

- 4.1.6.1. Facilitate the secure and timeous movement of funds.
- 4.1.6.2. Meet the municipality's requirements in respect of EFTs for all salaries, creditor and other payments.
- 4.1.6.3. Timeous and secure processing of all transactions
- 4.1.6.4. Ability to interface with payroll and line-of-business applications currently being used.
- 4.1.6.5. Stringent authorization and security controls.
- 4.1.6.6. Efficient managing and reduction of risk processes.
- 4.1.6.7. Enhanced data integrity due to stringent validation controls.
- 4.1.6.8. To provide on-line real time account balance and transaction enquiries.
- 4.1.6.9. To provide real-time transaction search capabilities.
- 4.1.6.10. Direct on-line stop payment facility.
- 4.1.6.11. To provide transaction history for up to 12 months.

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- 4.1.6.12. The period of historic information available on the system must be indicated and be available within 7 working days. Preferable for 12 months and free of charge regardless the time frame.
- 4.1.6.13. A one-day service for electronic transfer of payments / deposits must be available.
- 4.1.6.14. An electronic sweeping facility between accounts must be available.
- 4.1.6.15. Facility to download information on the bank statement into the municipality's current financial management system to facilitate bank reconciliations.
- 4.1.6.16. Bank statements will be downloaded daily from the bank in the file layout format required by the Municipality's core Financial System service provider. All bank statement transactions are required to be clearly and correctly referenced in an agreed manner to facilitate the bank reconciliation process. Daily bank statements must be available for importing the next day at no later than 07:30.
- 4.1.6.17. Electronic downloading of deposits with a reference indicator in an agreed file format for electronic receipting purposes.
- 4.1.6.18. An audit trail of all electronic fund transfers or deposits.
- 4.1.6.19. Direct on-line facility to enable transfer of funds electronically between the municipality's bank accounts.
- 4.1.6.20. An electronic direct debit facility to collect payments from the municipality's consumers. Fees per transaction and minimum monthly charges must be stated. The charge per transaction for recalls must also be stated and the ability to provide detail information retaining to unpaid ACB transactions.
- 4.1.6.21. An electronic enquiry facility to access direct debit rejections with a reason / code explaining the rejection.
- 4.1.6.22. The bank must provide the necessary training to municipal personnel to use the electronic systems. The cost of training must be quoted.

**4.1.7. External transaction codes**

- 4.1.7.1. Tenderers must submit with the tender documents a complete list of their external transaction codes in use.
- 4.1.7.2. This must be supplied in the format of a hardcopy.
- 4.1.7.3. The successful tenderer needs to inform the municipality of any new bank codes at least ten working days before implementation by the bank.

**4.1.8. Host to Host Electronic Payment Solution**

- 4.1.8.1. A secure host-to-host solution (that can accommodate the Municipality's transactional volumes) for the electronic transfer of the Municipality's transactions from the Municipality's core financial system to the bank and back needs to be provided.

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- 4.1.8.2. The host-to-host solution must be able to transfer electronic transactions from the core financial system to the bank's system and back without downloading the transactions to a user's PC.
- 4.1.8.3. This solution needs to accept transactional files in the standard ACB/BankServ format/s that can easily be created in the core financial system environment.
- 4.1.8.4. The successful tenderer needs to provide the programming codes to the Municipality's financial management software service provider, if required for any integration.
- 4.1.8.5. A message indicating if the transmission was accepted needs to be returned within one hour of any transaction.
- 4.1.8.6. Details of unpaid debit orders to be provided daily with a reconciliation of accepted/rejected payments.
- 4.1.8.7. The system must be able to accommodate payment transactions up to R1 000 000 (one million rand) per transaction line, mixed with other smaller payment transactions in the same file.
- 4.1.8.8. The system must be able to accommodate more than one payment file per day (no overwriting of previously sent file).
- 4.1.8.9. The system must be able to accommodate payments to all other banks in one file.
- 4.1.8.10. Security based on different user codes for the different business user groups need to be provided.
- 4.1.8.11. Item/Transaction limits, day limits, weekly limits, etc. needs to be provided per user code.
- 4.1.8.12. An administrative system that will warn the Municipality if any of the daily, weekly or monthly limits are close to being exceeded.
- 4.1.8.13. File security via control totals / hash totals needs to be provided.
- 4.1.8.14. A file/directory naming convention should be utilised whereby the files/directory can easily be identified without looking at the contents of the file.
- 4.1.8.15. Use must be made of a system of transmission numbers and sequence numbers that prevent the accidental duplication of a transmission/file (if a file was transferred twice).
- 4.1.8.16. The transactions reflected on the Municipality's bank statement needs to be available in real time on a daily basis.
- 4.1.8.17. The bank statement file needs to be in a format that can easily be created in the core financial system environment.

**4.1.9. Desktop / Direct Solution**

- 4.1.9.1. A desktop based online solution (utilizing the internet as a communication medium) needs to be provided.
- 4.1.9.2. This solution needs to have a built-in two stage sign on and approving security mechanism.

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- 4.1.9.3. This solution can also be used as the back-up solution to the host-to-host solution.
- 4.1.9.4. The solution needs to prompt the users every 30 days to change access passwords.

**4.1.10. Requirements for both the host to host and desktop / direct solution**

- 4.1.10.1. Where payments are sent in advance, it must be possible to cancel specific transactions in emergency cases.
- 4.1.10.2. A message / messages indicating rejected/unpaid transactions needs to be returned timeously.
- 4.1.10.3. An online bank inquiry solution needs to be provided. This should be via the desktop/direct solution mentioned above.
- 4.1.10.4. Must be possible to accommodate payments to banking institutions where a universal branch code is utilized.
- 4.1.10.5. Reference fields must be returned on all transactions that are rejected.
- 4.1.10.6. Branch code verifications as well as Company Deposit Identifier (CDI) checks need to occur immediately after any transactions are transferred.
- 4.1.10.7. Both the host-to-host system as well as the desktop/direct solution must be able to accept transactions between the hours of at least 08:00 and 16:30 on week days, excluding public holidays.
- 4.1.10.8. The Municipality needs to be notified of any redirected transactions.
- 4.1.10.9. All payment entries on the bank statement must show a unique reference number. For Electronic Funds Transfer (EFT) payments it will be the EFT batch reference / identifiable transaction sequence number.
- 4.1.10.10. Bank Charges and interest must be separately and uniquely coded by the bank. Any subsequent adjustments to these entries must bear the same reference number on the bank statements as the original entry.
- 4.1.10.11. The system needs to provide the following services in respect of electronic payments: same day payments and up to at least 30 days in the future.

**4.1.11. Salaries**

- 4.1.11.1. The Main Bank Account is utilized for the payment of all salary related items, including third party payments (PAYE, Pension, Medical Aid Deductions etc.) for all staff employed by the municipality.
- 4.1.11.2. Such payments are processed electronically via EFT's, utilizing a PC Based Desktop/Direct solution.
- 4.1.11.3. All transactions debited or credited to the main Bank Account must contain effective referencing for clear identification. In such instances the EFT batch number / identifiable transaction sequence number should be quoted in the text field. The same procedure is required for "Unpaid" EFT amounts relating to an individual employee payment.
- 4.1.11.4. Facility for monies to be recalled on a same day service.

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4.1.11.5. Changing Banking details in the system must be link to the ID number to the bank account number of individual when importing into banking system. If the ID number is different from host-to-host system, the system must auto reject the banking details update and related salary payment

**4.1.12. Bank Reconciliation**

4.1.12.1. Bank Reconciliations are performed electronically. Bank statements will be downloaded daily from the bank in the file layout format required by the core financial system service provider and uploaded into the core financial system bank reconciliation module using the transaction identifier /reference number on the statement to determine the type of transaction.

4.1.12.2. All bank statement transactions require to be clearly and correctly referenced in an agreed manner to facilitate the core financial system bank reconciliation process.

4.1.12.3. Previous day’s completed bank statement must be available for electronic downloading by 7:30 each morning.

**4.1.13 Debit/Credit card Machines, supply and rental of Autosaves**

4.1.13.1 Autosaves / Electronic Safes must be able to perform the following in addition to the normal functions;

- To keep different volumes of cash (machines must be in different sizes), including coins.
- Collections / money from the electronic saves must be credited to the municipal bank accounts, when the CIT opens the safes (Both bank notes and coins).
- Errors arising from the use of electronic saves / Autosaves (e.g., notes jamming), must be resolved in three days
- Should a bank deposit be reversed, a correction of the same must be immediately.
- Cash-In-Transit (CIT) services must be through the appointed banker.
- WEB access, to monitor the performance of the autosaves must be made available.

4.1.13.2 Speed points must be able to perform the following in addition to the normal functions;

- Bank deposits from the Speed point must reflect per individual speed point machines.
- Issues relating to the malfunctioning of the speed points must be resolved within three (3) days. (e.g., non-banking of card transactions daily)
- WEB access, to monitor the performance of the speed points must be made available.

**The following are numbers of autosaves and speed points to be requested;**

NO	TOWN	NO AUTOSAVES	OF	SPEED POINTS
1	Secunda	2		9
2	Trichardt	2		2
3	Evander	1		2
4	Kinross	1		1
5	Leandra	1		1

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6	Embalenhle (Both Main and Ext 9 offices)	2	4
7	Charl Cilliers	1	1
8	Bethal (Both Town hall and Traffic depart)	2	4
9	Emzinoni (Both 1 <sup>st</sup> and Ext 5 offices)	2	2
<b>Total</b>		<b>14</b>	<b>26</b>

- Insurance of all cash related devises must be to the appointed banker / or the appointed service provider.
- UPS (Uninterrupted Power Supply) for both the autosaves and speed points, for the duration of the loadshedding.

#### 4.1.14 Sweeping of balances

- 4.1.14.1 Facilities should be available should the Municipality require Balances in all Bank Accounts to be automatically swept to the Main Bank account at the close of business daily reducing all bank accounts, except the main bank account, to nil.
- 4.1.14.2 Different sweeping options should be available regarding minimum and maximum amounts, timing and frequency of sweepings.
- 4.1.14.3 For interest calculation purposes, and for the application of overdraft and other banking limits, balances on all current accounts must be notionally consolidated at all times by the bank within one overall cash management system. Interest should be paid on all daily net credit balances.
- 4.1.14.4 The interest rate to be quoted.

#### 4.1.15 General Services

- 4.1.15.1 A dedicated support team to maintain and service all banking queries. The branch where the account is opened must assign banking officers / relationship manager who are available to handle all aspects of the municipality's accounts, including correspondence, arrangements and queries.
- 4.1.15.2 The bank must be able to manage large volumes of transactions in real time.
- 4.1.15.3 The bank must be able to supply the municipality with information pertaining to debits and credits on this account.
- 4.1.15.4 The bank must provide the necessary training to municipal personnel to use the electronic systems.
- 4.1.15.5 The short-term overdraft facilities and lending rate must be stated as well as the cost for the overdraft facility.
- 4.1.15.6 Cash management facilities must be explained.
- 4.1.15.7 The bidder's information technology must be compatible with that of the municipality.
- 4.1.15.8 The bank's commitment to assist the municipality in identifying irregularities must be indicated.

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- 4.1.15.9 Delivery of statements in electronic PDF format and hard copy. No later than 5 working days after month end.
- 4.1.15.10 Audit confirmation letters / certificates
- 4.1.15.11 Returned / disputed debit orders
- 4.1.15.12 The tenderer's teller must capture the reference from the pre-printed deposit slip forming part of the Municipality's bill for all deposit's taken in over the counter at any of the tenderer's branches.
- 4.1.15.13 Confirmation of banking details of creditors.
- 4.1.15.14 Indicate the availability of branches / agencies in all towns in the Govan Mbeki for the daily deposit of money.

**4.1.16 Traffic Fine Payments Account**

**Purpose: This bank account will be used to receive traffic fine payments.**

- 4.1.16.1 The municipality requires the successful tenderer to provide the facility to accept traffic fine payments as per specification provided.
- 4.1.16.2 The following payment channels for traffic fines must be provided by the successful service provider
  - 4.1.16.2.1 Over the counter
  - 4.1.16.2.2 ATM's
  - 4.1.16.2.3 Internet banking
- 4.1.16.3 No payment for traffic fines shall be accepted without a deposit identifier and shall not be accepted when the Municipality migrates to a validation via the Municipality's traffic fine administrator, where only full payment of fines should then be accepted and any attempt to make a part payment will be rejected.

**4.1.17 Testing environment**

- 4.1.17.1 The successful tenderer must provide a testing environment.
- 4.1.17.2 The test environment must be available before go live as well as an agreed period thereafter.
- 4.1.17.3 The successful tenderer must assign dedicated staff to be prepared to help and be on site during the implementation phase.
- 4.1.17.4 Support services must be provided by the successful bidder for the implementation of its services and thereafter.

**4.1.18 Fuel card system**

- 4.1.18.1 The provisioning of a card payment system is required for the supply of fuel and lubricants, coupled with a fuel management system for all vehicles.
- 4.1.18.2 The Service Provider shall provide the following services associated with the use of the Fuel Management System for the municipal fleet:

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- Purchasing of fuel (Petrol / Diesel) and lubricants.
- A fuel management system which controls transactions and provides reports as or- when-requested.

**4.1.19 Fuel card system objectives**

- 4.1.19.1 To support the municipality’s continued efforts in reducing the fuel bill by the implementation of a cost effective and efficient fuel management system.
- 4.1.19.2 To provide and maintain a user-friendly fuel management reporting system which enables municipality’s fleet management department to manage their fuel usage effectively.
- 4.1.19.3 To enable the municipality to detect fraud as early as possible, by providing the fleet management department with early warning exception reports relating to recent transactions, within 24 hours of an incident.

**4.1.20 Fuel card specification requirements**

- 4.1.20.1 Specifications are intended to serve as a general guide and tenderers may submit an offer for their standard services, even though such services do not incorporate, in their entirety, all the features specified for the various items. In such cases tenderers must clearly indicate the variations and details of same.
- 4.1.20.2 Provision must also be made for refuelling outside the municipal area within the RSA in exceptional cases i.e., attending of conferences, seminars, workshops etc.
- 4.1.20.3 Fuel prices will fluctuate in accordance with the directives of the Minister of Minerals and Energy; therefore, it won’t be included in the Pricing Schedule.
- 4.1.20.4 Tenderers are required to quote strictly in compliance with the pricing schedule and scope of work.

**4.1.21 Monthly fuel billing**

- 4.1.21.1 The Municipality expects the Service Provider to provide monthly statements that include the entire amount total due as well as accompanying itemized statements for each vehicle, which should detail at least the following:
  - Vehicle description and registration number
  - Fleet number
  - Date and time of transaction
  - Type of fuel dispensed
  - Liters per transactions
  - Rate per liter
  - Cost of fuel per transaction
  - Tank capacity

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- Vehicle Odometer reading
- Name of Retail fuel station
- Total due each month invoiced allowing maximum of 30 days for payment from invoice date

**5.1.1 Protection against fraud**

Council requires to be protected against all forms of fraud relating to the receipt and payment of cash, and the processing of banking transactions. Such measures should include, authorization of EFT's, password control, bulk cash handling, payment mandates, security of data, credit / debit transactions, etc. The bank's commitment to assist the Municipality in identifying irregularities (fraud) must be indicated.

**5.1.2 Exit Strategy**

Should the existing tender's contract not be renewed at the end of the contract period, the tenderer will be required to provide services prior to the take-over of the new tenderer, at the same terms, conditions and pricing of the last increase, until such time that the Municipality closes its existing bank accounts to a maximum period of 6 months

**5.2 Other banking solutions**

5.2.1 Tenderers are to provide information relating to other banking products. (Excluding credit cards, petrol card facility, investments (except for those indicated in the requirements above) and loans.

5.2.2 Other banking facilities

5.2.2.1 Forward cover

5.2.2.2 Foreign currency

5.2.2.3 Economic advice/forecasting

5.2.3 Please list other relevant innovations for implementation by the bank.

5.2.4 Possible future innovations

5.2.5 Tenderers are also requested to give their comments on possible future innovations which could be of interest to the municipality.

5.2.6 Tenderers are to include prices for the above, where applicable.

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**MBD 3.1 PRICING SCHEDULE**

**NOTE:**

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
3. Document **MUST** be completed in non-erasable black ink
  - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
5. The Bidder **MUST** indicate whether he/she/the entity is a registered
  - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

Are you/is the firm a registered VAT Vendor	INDICATE WITH AN 'X'			
	YES		NO	
If "YES", please provide VAT number				

I / We \_\_\_\_\_  
 (full name of Bidder) the undersigned in my capacity as \_\_\_\_\_  
 of the firm \_\_\_\_\_

hereby offer to Govan Mbeki Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Govan Mbeki Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

**PRICING SCHEDULE:**

- a) The quoted price schedule must include Value Added Tax (VAT)
- b) The basis of price adjustments over the bid duration must be clearly indicated

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Section	Description	Price (Excluding VAT)
<b>1.</b>	<b>Transactional Banking Fees</b>	
<b>1.1</b>	<b>Handling Fees</b>	
1.1.1.	Fixed fee per debit item	
1.1.2.	Cash Deposit Handling Fee	
1.1.3.	Enhanced Deposit Identifier Fee (Check Digit Verification)	
1.1.4.	Cost for stop payments	
	Travel cards	
	Fees for travel card transactions	
1.1.5.	Fees for bank guaranteed cheques	
1.1.6	Other banking service fees: Special Clearance	
1.1.7	Transfer to branches of Main Banker	
1.1.8	Transfer to branches of other banks	
1.1.9	Consolidated Payments	
1.1.10	Correcting an error on Deposits	
1.1.1.	Debit Orders	
1.1.12	Special clearance	
1.1.13	Return of unpaid transaction	
1.1.14	Cash withdrawal: Counter	
<b>1.2.</b>	<b>Bank Statements</b>	
1.2.1.	Hard Copies	
1.2.2.	Electronic Format Download	
1.2.3.	Auditors Report	
1.2.4.	Banks report per code	
1.2.5.	Copies of the documents	
1.2.6.	Certificate of balance	
1.2.7.	Long outstanding queries rose after 3 months or more.	
1.2.8.	Statement recreates (Archives)	
<b>1.3.</b>	<b>Bulk Filing</b>	
1.3.1.	Image Enquiry	
1.3.2.	Imaging of Deposit Slips and on request	
1.3.3.	Tracing of Unidentified Deposits	

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<b>1.4.</b>	<b>Stationery</b>	
1.4.1.	Deposit books- Pre-printed, carbonized in triplicate- 50 pages with 12-digit codes	
<b>1.5.</b>	<b>Interest Rates</b>	
1.5.1.	On Credit Balances- Interest payable on daily current account credit balances	
1.5.2.	Overdrawn Balances- Interest payable on daily current account debit balances	
1.5.3.	Interest statement charges	
<b>1.6.</b>	<b>Guarantees</b>	
1.6.1.	Issuance Cost	
1.6.2.	Monthly Fee- R	
<b>2.</b>	<b>Electronic Banking</b>	
<b>2.1.</b>	<b>Cash Management System (Desktop PC or Laptop Based)</b>	
2.1.1.	Core financial system/Financial Management System integration (Once-off) Integration	
<b>2.2.</b>	<b>Transaction Fees</b>	
2.2.1.	Credits (Payments against available funds)	
2.2.2.	Payments exceeding R5 million	
2.2.3.	Immediate interbank payment transaction fee	
2.2.4.	Account holder verification	
<b>2.3.</b>	<b>Banking notification and reminder charges</b>	
2.3.1.	E-mail	
<b>3</b>	<b>Payments &amp; Collections Via Host-to-Host connectivity (Including ACB Fees)</b>	
3.1.	Registration / Implementation Fee	
3.2.	Minimum Monthly EFT Fee- Host to Host	
<b>3.3.</b>	<b>EFT Transactions- Credits</b>	
3.3.1	One-Day Credits	
3.3.2	Charge per Transaction > R 5million	
3.3.3	Two-day Credits	
<b>3.4.</b>	<b>EFT Transactions- Debits</b>	
3.4.1.	2 Day Value Debits (Same Bank)	
3.4.2.	2 Day Value Debits (Other Banks)	
3.4.3.	Same Day Value Debits	
3.4.4.	Charge per Transaction > R 5million	
<b>3.5.</b>	<b>Penalties</b>	
3.5.1.	Unpaid	
3.5.2.	Re-Directs	

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<b>3.6.</b>	<b>Automated Aggregate Limit Usage</b>	
3.6.1.	On every transmission (Aggregate limit enquiry- Specify)	
3.6.2.	Daily	
3.6.3.	On Request	
3.6.4.	Additional Charges in Respect of Error Processing- If aggregate value limit is exceeded	
3.6.5.	Additional Charges in Respect of Error Processing	
3.6.6.	Additional Charges in Respect of Error Processing- If submitted after the agreed cut-off time	
<b>3.7.</b>	<b>Account Holder Verification</b>	
3.7.1.	Tenderer's bank validation	
3.7.2.	Other bank's validation	
<b>4</b>	<b>Electronic Statements</b>	
4.1.	Initial Registration Fee	
4.2.	Fixed Monthly Fee	
4.3.	Per Statement Record	
4.4.	Add Additional Account- Per additional account added to an existing Electronic Statement Delivery System	
<b>5</b>	<b>Branch Deposit Identification</b>	
5.1.	Initial Registration Fee- Once-Off	
5.2.	Fixed Monthly Fee	
5.3.	Price per Deposit- Free Format	
5.4.	Price per Deposit- CDV	
5.5	Add Additional Account- Per additional account added to an existing Electronic Statement Delivery System	
<b>6.</b>	<b>Electronic Deposit Identification</b>	
6.1.	Initial Registration Fee- Once-Off	
6.2.	Fixed Monthly Fee	
<b>7.</b>	<b>Maintenance, Support &amp; Training</b>	
7.1.	Maintenance & Support- Per Hour or part thereof, including travel time	
7.2.	Training- Per Hour or part thereof, including travel time (After implementation)	
7.3.	Help Desk Enquiries	
7.4.	Transaction tracing (Client Support)	
7.5.	Password reset at helpdesk	
7.6.	Self-Assisted password reset	
7.7.	Re-Issue of Invoices	
<b>8</b>	<b>Traffic Fine Payment</b>	

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8.1.	Initial Registration Fee- Once-Off	
8.2.	Fixed Monthly Fee	
8.3.	Receipt of Traffic Fines	
<b>9.</b>	<b>Computer Hardware:</b>	
9.1	<b>Any additional computer hardware or software required that must be</b> procured by the municipality in order for the proposed banking systems to interface with the Municipality's Core Financial Management System and / or to operate at the required level of efficiency (host to host)	
9.2.	Monthly Operating Cost	
<b>10.</b>	<b>Debit / Credit Card Merchant</b>	
10.1.	Once off installation fee	
10.2.	Stand-alone terminal rental per month (per machine)	
10.3.	Mobile terminal rental per month (per machine)	
10.4.	Periodic upgrade of terminals	
<b>11.</b>	<b>Commission – (also indicate the %)</b>	
11.1.	Debit Cards	
11.2.	Credit Cards	
11.3.	Other VISA/Master/Other Cards	
<b>12.</b>	<b>Cash securing mechanism (Autosaves)</b>	
12.1.	Installation cost per device per type.	
12.2.	Rental cost per devices inclusive of insurance and maintenance	
12.3.	Connectivity or IT cost if any, please specify	
12.4.	Any other cost not listed above must be specified and costed in the pricing.	
<b>13.</b>	<b>Secured cash handling and conveyance services through cash-in-transit services (CIT)</b>	
13.1.	Cash In Transit cost to collect the cash from Govan Mbeki Municipality to the cash depots of the bank inclusive of insurance and maintenance	
<b>SUB-TOTAL</b>		
<b>VAT @ 15%</b>		
<b>TOTAL AMOUNT</b>		

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**GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract are not included in this document and may be downloaded from the following website – [www.treasury.gov.za/legislation](http://www.treasury.gov.za/legislation).

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**ALL DOCUMENTS MUST BE ATTACHED HERE**

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