



**BID NO 15/FY/23**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF BANKING SERVICES FOR THE EASTERN CAPE PARKS & TOURISM AGENCY FOR A PERIOD OF FIVE (5) YEARS WITH AN OPTION TO RENEW FOR FURTHER PERIOD OF TWO (2) YEARS.**

<b>ADVERTISEMENT DATE:</b>	<b>09 SEPTEMBER 2022</b>
<b>CLOSING DATE:</b>	<b>11 OCTOBER 2022 at 11H00AM</b>
<b>ADDRESS:</b>	<b>ECPTA Offices 17-25 Oxford Street, East London</b>
<b>BIDDER NAME:</b>	
<b>CSD NUMBER:</b>	
<b>PRICE OFFER FOR 5 YEARS</b>	
<b>PRICE OFFER FOR OPTIONAL 2 YEARS</b>	
<b>ESTIMATED BID PRICE FOR 7 YEARS</b>	



## TABLE OF CONTENTS

SUBJECT	PAGE
Bid Checklist	3
Bid Advert/ Tender Notice	4 – 6
Invitation to Bid (SBD 1)	7 - 9
Terms of Reference/ Specification	10 – 21
Evaluation Criteria	22 – 26
General Conditions of Contract	27 – 43
CSD Report	44 – 45
Pricing Schedule (SBD 3.1)	46 – 71
Bidders Disclosure - SBD 4	72 – 74
Preference Points Claim Form -SBD 6.1	75 – 80
Joint Venture Disclosure Form	81 – 90
Joint Venture Agreement	91
Company details	92
Proof of Insurance and Liability Cover	93 – 94
Authority to sign Bid Documents	95 - 96



<b>MANDATORY RETURNABLE DOCUMENTS</b>	<b>SUBMITTED [Yes/No]</b>
CENTRALIZED SUPPLIER DATABASE REPORT (FULL CSD REPORT) OCTOBER 2022	
Signed General conditions of contract	
SBD 3.1 (Pricing Schedule)	
Bidders Disclosure (SBD 4)	
Preference Claim Form (SBD 6.1)	
Certified copy of B-BBEE Certificate or Sworn Affidavit	
Joint Venture Declaration Form	
Joint Venture Agreement	
Consolidated B-BBEE Certificate for Joint Venture	
Authority to sign bid documents	
Company details	
Network Coverage Map	
Project Plan	
List of branches and addresses for the nearest offices	
<b>STAGE 1: COMPLIANCE REQUIREMENTS</b>	
Proof of registration as a bank or financial institution in South Africa as approved in writing by the National Treasury in terms of section 7(2)(a) of the Public Finance Management Act, Act 1 of 1999 (PFMA) must be attached.	
Certificate of registration as a Bank in terms of the Banks Act, No 94 of 1990 must be attached.	
Valid Annual banking license to operate a business of a bank in RSA	
Proposal that demonstrates an understanding of the assignment, including proposed methodology and approach that are aligned to ECPTA key deliverables, timeframes, resources, and dependencies must be submitted.	
<b>STAGE 2: FUNCTIONALITY REQUIREMENTS</b>	
Company Experience	
Accessibility of Banking Services in remote areas	
Team capability	
Proposal Methodology	



# TENDER NOTICE

BID NO.15/FY/23

Bids are hereby invited for **THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF BANKING SERVICES FOR THE EASTERN CAPE PARKS & TOURISM AGENCY FOR A PERIOD OF FIVE (5) YEARS WITH AN OPTION TO RENEW FOR FURTHER PERIOD OF TWO (2) YEARS.**

The Eastern Cape Parks and Tourism Agency (ECPTA), established and mandated in terms of the Eastern Cape Parks and Tourism Agency Act (2 of 2010), is responsible for the management of certain protected areas in the Eastern Cape. In order to achieve its management objectives, the Agency requires the services of an experienced service provider for **THE PROVISION OF BANKING SERVICES FOR THE EASTERN CAPE PARKS & TOURISM AGENCY FOR A PERIOD OF FIVE (5) YEARS WITH AN OPTION TO RENEW FOR FURTHER PERIOD OF TWO (2) YEARS.**

Bid documents outlining detailed specifications will be made available from Monday **12<sup>th</sup> September 2022** **“FREE OF CHARGE”**. Documents can be downloaded from the ECPTA website: [www.visiteasterncape.co.za/corporate/procurement/tenders](http://www.visiteasterncape.co.za/corporate/procurement/tenders) or Eastern Cape Provincial Treasury: [www.ectreasury.gov.za](http://www.ectreasury.gov.za)

Completed bid documents accompanied by all necessary documents are to be placed in a sealed envelope with the bid name and number (as given above) clearly written in an envelope. **All bids must be deposited in the Tender Box, at the offices of the Eastern Cape Parks and Tourism Agency at No. 17-25 Oxford Street (Corner of Fleet Street & Oxford Street), by not later than 11h00 on Tuesday, 11<sup>th</sup> October 2022, at which time the bids will be opened in public.**

*For all enquiries regarding the bid document please contact Mr. Mcebisi Sandi at 043 492 0685, e-mail: [mcebisi.sandi@ecpta.co.za](mailto:mcebisi.sandi@ecpta.co.za) or Contact Ms. Bukiwe Fokazi for technical enquires at 043 492 0889 during working normal hours, email [bukiwe.fokazi@ecpta.co.za](mailto:bukiwe.fokazi@ecpta.co.za)*



## Evaluation Criteria

A Three stage evaluation process will be employed. In Stage 1, all bids received will be evaluated for compliance with bid requirements. Only service providers who meet all the criteria for compliance with bid requirements will proceed to Stage 2 for assessment on functionality. Only service providers who meet the minimum threshold of **80** points and above out of 100 points on functionality will proceed to Stage 3 where bids will be assessed for Price and BBEE Status Level in accordance with the Preferential Procurement Regulations of 2017 utilizing 80/20 preference point system.

### Stage 1: Compliance with bid requirements

Bidders must comply with all the requirement for stage 1 in order to be considered for evaluation in stage 2. Failure to comply with any requirement on stage 1 will lead to immediate rejection of the bid.

### Stage 2: Functionality

Functionality will be assessed against the criteria and weightings specified in table below. Each criterion will be scored on relevant information submitted by the bidder. The allocated score will then be added together, and bidder should acquire a minimum of **80** points to proceed to the next stage.

FUNCTIONALITY	MAXIMUM POINT
Company Experience	25
Accessibility of Banking Services in remote areas	50
Team capability	25
<b>TOTAL</b>	<b>100</b>

**NB: Bidders who obtain 80 points and above out of 100 for functionality (Stage 2) will qualify for evaluation in terms of price and B-BBEE Status in stage 3. All points scored by qualifying bidders in stage 2 will not be taken into consideration in stage 3.**

### Stage 3: Price And B-BBEE

Criteria	Points Available
Bid Price	80
B-BBEE Contribution Level	20
<b>Total</b>	<b>100</b>



***NB: Certified copy or original B-BBEE Status Level Verification Certificate/ Affidavit must be submitted to substantiate B-BBEE Status claimed. When such certificate is not provided as proof the company will automatically score zero.***





## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EASTERN CAPE PARKS &amp; TOURISM AGENCY</b>					
BID NUMBER:	15/FY/23	CLOSING DATE: 11 October 2022	CLOSING TIME:	11h00am	
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF BANKING SERVICES FOR THE EASTERN CAPE PARKS & TOURISM AGENCY FOR A PERIOD OF FIVE YEARS WITH AN OPTION TO RENEW FOR FURTHER PERIOD OF TWO YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
17-25 Oxford Street, Cnr. Oxford and Fleet Street					
East London					
5201					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms. Mcebisi Sandi		CONTACT PERSON	Ms Bukiwe Fokazi	
TELEPHONE NUMBER	043 492 0685		TELEPHONE NUMBER	043 492 0889	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Mcebisi.sandi@ecpta.co.za		E-MAIL ADDRESS	Bukiwe.fokazi@ecpta.co.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					



<p><b>1</b></p> <p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><b>2</b></p> <p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER PART B:3 ]</p>
--	---	---	---

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>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 BELOW.</b></p>	





## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



## TERMS OF REFERENCE

### 1. Background

Eastern Cape Parks and Tourism Agency (ECPTA) is a public entity established in terms of the Provincial Parks Act 2 of 2010. ECPTA consist of 21 Nature Reserves that are geographically spread through the Eastern Cape Province in six District Municipalities namely, Joe Gqabi District Municipality, Alfred Nzo District Municipality, Sarah Baartman District Municipality OR Tambo District Municipality, Amatole District Municipality, Chris Hani District Municipality and two Metro's i.e., Nelson Mandela Metropolitan Municipality and Buffalo City Metropolitan.

In terms of the Public Finance Management Act No. 1 of 1999, (as amendment per Amendment act no. 29 of 1999) Section 7(2) (a) and (b) which states as follows:

(2) A department authorised to open a bank account in terms of the prescribed framework, a public entity or a constitutional institution may open a bank account only —

- a) with a bank registered in South Africa and approved in writing by the National Treasury; and
- b) after any prescribed tendering procedures have been complied with.

### 2. Scope of Works

The scope of work would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between the banking service requirements of the ECPTA as an entity and the knowledge & experience of the service provider. These ToRs and the service provider's proposal will form the basis of the service level agreement to be entered into between the parties.

#### 2.2. Cheque / current account

To provide cost-effective and competitive interest rates in cheque / current account's transactional demands.



### **2.3. Short term investment promotions (call deposits)**

To continuously provide ECPTA with short-term options with competitive rates that will yield satisfying short-term earnings in terms of interest earnings. The short-term options should be flexible in nature as invested funds can be called back at any time.

### **2.4. Forex exchange transactions**

The financial institution should be able to handle ECPTA foreign exchange transaction requirements in a manner that will be convenient to the organization in meeting its cross-border transactional obligations.

The financial institution must have a bureau service, which will enable ECPTA to send and receive payments. (Tourist payment with foreign cash and need bank to accept)

The bidder must be able to provide forex service for payments and deposits, which will enable payments to third parties for various operational needs as well as payments for overseas clients should be able to handle ECPTA foreign exchange transaction requirements in a manner that will be convenient to the organization in meeting its cross-border transactional obligations.

### **2.5. Training and Support**

Training and on-going support must be provided to the officials on the electronic banking and cash management system to effect electronic enquiries and transactions.

Bidders' proposal must include provision for the training to ECPTA staff relating to the implementation and management of the bank's services and the training must be on site at ECPTA during the implementation phase.

Bidders' proposal must provide for annual training to ECTPA officials on fraud and corruption and financial management awareness.

### **2.6. Fuel cards**

- **Fleet motor vehicle and auxiliary cards**



The financial institution should be able to provide fuel management services as follows.

- Issuance of fuel cards
- Replacement of lost cards
- Cost per transaction for each fuel card
- Payment for fuel, oil, toll fees and for procurement of motor vehicle goods and services
- To provide management maintenance services within an agreed mandate
- To provide auxiliary cards for static plant (lighting generators etc.)
- To capture each vehicles history and supply executive & cost centre reports monthly
- To provide a fleet card credit facility
- To provide online monitoring of all transactions
- To have comprehensive coverage Eastern Cape with respect to merchants undertaking repairs and maintenance and supplying spare parts to our fleet and static plant.

The provision and management of fuel and maintenance cards, aviation fuel card and/or fleet management system, should the bank have a complete fleet management system available the specifications thereof should be included in the proposal as well as the costs. The fuel and maintenance and aviation card report would be required monthly per card and the bank would need to be able to inform ECPTA of the following.

- Generation of exceptions reports.
- Systems should not allow any irregular activity of fuel purchases
- Protection of use of old cards; and
- The fuel maintenance and aviation card report must be submitted electronically

## **2.7. Speed points**

- Provision of speed points with a backup device per speed point issued with real time clearance (real time banking).
- The speed point must have a reliable network coverage to minimise downtime, service provider to submit a network coverage map in line with the reserves listed below.
- The speed point device must allow for manual banking in the instance that there is no network coverage.



- Provide training on the use of speed points at all 21 nature reserves and head office.
- Responsible for maintenance and support of the functioning of the speed point, a representative for each region to be identified must be available to service within 48 hours.

### **3. Key Deliverables**

The services to be provided to ECPTA must meet the following minimum requirements:

#### **3.1. A comprehensive on - line management system incorporating:**

- Electronic payments system.
- Electronic account enquiries.
- The ability to identify direct deposits and other transactions/ transfers on-line.
- The ability to download bank statements in an acceptable and compatible format.
- The ability to pay salaries by way of compatible payroll system directly into the Employee's bank accounts via a VIP payroll system interface.
- Access to a full range of banking services via electronic media.
- Full audit trail and updated security system.
- Printing and supply of cheques and deposit slips in the format that ECPTA requires.
- Favourable interest rates on credit balances in the current account.
- Cost effectiveness.
- Electronic transfers between ECPTA accounts.
- Ability to interface with the current Financial System of ECPTA (PASTEL EVOLUTION, VIP, RESERVATION and Central Supplier Database) system.
- Ability to make urgent domestic & international payments after hours.
- Ability to interface Pastel evolution to the bank payment system, to enable payments to suppliers



### 3.2. Other additional crucial minimum requirements:

- **Accessibility of accounts**

Online banking facility which will enable ECPTA unlimited access to its accounts and to be able to process payments at its convenience. Ability to transact where there are disturbances e.g. Load shedding.

- **Petty cash cards**

Petty cash cards to be issued to Nature Reserve Managers and linked to the main account at the Head Office.

All cards must have ability to notify cardholder of any transaction.

- **Travel card system**

- Payment for travels
- Payment for accommodation
- Payment for Vehicle Hire
- The card should make provision for payment of the above only and have a facility to block any other types of payments
- Notification of transaction value over a certain amount
- Transactions must be able to interface with Travel Agent System
- Travel card statement to be supplied monthly and reflect all traveller and trip details
- Online travel card statement enquiry

- **Transaction verification**

Real time transaction alerts to all ECPTA accounts and 24-hour back-up facility which allows for transactions to be processed over weekends.

- **Accounts manager**

A dedicated and experienced account manager should be allocated to manage and oversee all bank accounts of ECPTA and should be able to provide value adding advice when the need arises. The





accounts manager will be required to have regular meetings with Management and provide support to ECPTA's operations.

A team of key personnel to work with the account manager to perform the following duties.

- Hold quarterly meetings
- Resolve ECPTA queries within the agreed timelines.
- Provide feedback on queries raised

▪ **Security**

The financial institution in the banking sector should ensure that all funds in the bank accounts of ECPTA are safeguarded against any fraudulent activities of any nature. Demonstrate the ability to investigate and recover any losses arising from fraudulent accounts/transactions.

The financial institution must provide information as to what:

- Security procedures are followed to prevent fraudulent practices in terms of e-commerce/ electronic banking, cash, etc.
- Insurance arrangements are in place or should be put in place as part of the bid to protect the ECPTA against any loss, and at what costs.
- Detail relating to in-house forensic services regarding the above should also be provided as well as any possible prices attached to these.
- The service provider must provide a drop off safe at the 21 natures reserves

▪ **Data migration**

A newly appointed serviced provider must be able to facilitate the Transfer of all relevant data and accounts from the previous service provider as follows.

- Facilitate closure of the accounts.
- Migrate the old accounts into the new banking facility.
- Act as liaison officer between ECPTA, old banking institution



- Ensure that all ECPTA users can transact on the new account (training and tokens provided).
- Perform any other function as may be required by ECPTA to ensure smooth transaction from the old banking facility into the new banking facility.

- **Project plan:**

- Bidders must provide a project plan on how relevant data and accounts will be migrated.
- Bidders to submit project plan on how services will be offered.

- **Query resolution**

- Quick turnaround times (within 24 hrs) on queries

- **Additional benefit system**

- The financial institution should indicate whether there will be any additional benefits derived from obtaining the bid by providing banking facilities and services to the ECPTA that are available in the market.

- **Training and Support**

- Training and on-going support must be provided to the officials on the electronic banking system.
- Bidders' proposal must include provision for the training to ECPTA staff relating to the implementation and management of the bank's services and must be on site at ECPTA during the implementation phase.
- Provide annual training to ECPTA on fraud and corruption
- Provide annual financial awareness training to ECPTA officials (Head office and regions)

3.1. **A detailed breakdown of all possible costs levied on bank accounts including amongst other things the following:**

- Service charges.
- Cash deposit fees.
- Cost of deposit books.



- Cost of electronic transfers.
- Fees for internal transfers between ECPTA accounts.
- Fees for electronic payment of third-party accounts.
- Cost of cheque books
- Cost of producing bank statements.
- Cost of using the electronic banking system.
- Cost of downloads.
- Interest rate on credit balances.
- Cost of foreign exchange transactions. (Payments & receipts).
- Cost for call out fee
- Cost for pay & clear

### **3.3. Service level agreement**

The acceptance of any proposal shall only be confirmed with the conclusion of a written appointment letter and service level agreement between the Eastern Cape Parks & Tourism Agency and the Successful Service Provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between the Eastern Cape Parks & Tourism Agency and the Successful Service Provider.

Until such time that an appropriate service level agreement has been concluded between the Eastern Cape Parks & Tourism Agency and successful Service Provider, no rights shall be conferred, nor shall any legitimate expectations be conferred to the successful Service Provider to carry out the works or services provided for in this call for proposals.

### **3.4. Fee structure**

The Eastern Cape Parks & Tourism Agency reserves the right to negotiate any aspect of the proposed fees and disbursements with the preferred Service Provider and shall not be bound to the fees and disbursements submitted by any Service Provider.



### 3.5. Location of ECPTA offices to be serviced and services at the branch

The minimum banking facility required at the nearest Branch for Nature Reserve as per schedule below.

- a) Deposits; and
- b) Withdrawals

This table is to ensure that banking facilities are accessible to our geographically spread offices in all the District Municipality of the Eastern Cape i.e. Joe Gqabi District Municipality, Alfred Nzo District Municipality, Sarah Baartman District Municipality OR Tambo District Municipality, Amatole District Municipality, Chris Hani District Municipality and two Metro's i.e. Nelson Mandela Metropolitan Municipality and Buffalo City Metropolitan (see table 1 below).

The bid should clearly state the branches in the nearest ECPTA jurisdiction as well as the proposed branches which will service the account of ECPTA must be clearly indicated in table 1 below.

**Table 1**

<b>Nature Reserve</b>	<b>Region</b>	<b>Location of Nearest Town/City</b>	<b>Banking facilities available in the location below indicate with [YES / NO]</b>
ECPTA Head-office	ECPTA Head-office East London	City Hall, East London, Eastern Cape	
Game Management and Recreation cluster	Game Management & Recreation cluster	Queenstown, Eastern Cape	
Marine and Coastal Cluster	Marine & Coastal Cluster	Mthatha, Eastern Cape	
Biodiversity and Heritage cluster Island Nature Reserve	Biodiversity & Heritage cluster	Port Elizabeth, Eastern Cape	



<b>Nature Reserve</b>	<b>Region</b>	<b>Location of Nearest Town/City</b>	<b>Banking facilities available in the location below indicate with [YES / NO]</b>
Baviaanskloof NR	Biodiversity & Heritage cluster	Patensie, Eastern Cape	
Commando Drift	Game Management & Recreation cluster	Tarkastad, Eastern Cape	
East London Coast Complex (Amalinda, Hamburg, Mtiza, Double Mouth, Cape Morgan's)	Game Management & Recreation cluster	East London, Eastern Cape	
Dwesa	Game Management & Recreation cluster	Willowvale, Eastern Cape	
Formosa	Biodiversity & Heritage cluster	Joubertina, Eastern Cape	
Fort Fordyce	Game Management & Recreation cluster	Fort Beaufort, Eastern Cape	
Great Fish River (Sam Knot & Double Drift)	Biodiversity & Heritage Cluster	Alice, Eastern Cape	
Groendal	Biodiversity & Heritage cluster	Uitenhage, Eastern Cape	
Hluleka	Marine & Coastal Cluster	Libode, Eastern Cape	
Island	Biodiversity & Heritage cluster	Port Elizabeth, Eastern Cape	
Mkhambathi	Marine & Coastal Cluster	Flagstaff, Eastern Cape	
Mpofu	Game Management & Recreation cluster	Fort Beaufort, Eastern Cape	



<b>Nature Reserve</b>	<b>Region</b>	<b>Location of Nearest Town/City</b>	<b>Banking facilities available in the location below indicate with [YES / NO]</b>
Nduli/Luchaba	Marine & Coastal Cluster	Mthatha, Eastern Cape	
Ongeluksnek	E Marine & Coastal Cluster	Matatiele, Eastern Cape	
Oviston	Game Management & Recreation cluster	Venters tad, Eastern Cape	
Silaka	Marine & Coastal Cluster	Port St Johns, Eastern Cape	
Thomas Baines	Biodiversity & Heritage cluster	Makhanda, Eastern Cape	
Waters Meeting	Biodiversity & Heritage cluster	Port Alfred, Eastern Cape	
Great Fish (Sam knot)	Biodiversity & Heritage cluster	Grahamstown, Eastern Cape	
Tsolwana (Commando Drift)	Game Management & Recreation cluster	Tarkastad, Eastern Cape	
Baviaanskloof NR	Biodiversity & Heritage cluster	Willowmore, Eastern Cape	





## ESTIMATED NUMBER OF ECPTA TRANSACTIONS

MONTHS	YEAR 1
JANUARY	1419
FEBRUARY	1407
MARCH	1735
APRIL	1412
MAY	1469
JUNE	1531
JULY	1571
AUGUST	1483
SEPTEMBER	1437
OCTOBER	1528
NOVEMBER	1489
DECEMBER	1344

**NB These are estimated ECPTA transactions and are meant for benchmarking purpose and subject to increase or decrease.**



## Evaluation Criteria

A Three stage evaluation process will be employed. In Stage 1, all bids received will be evaluated for compliance with bid requirements. Only service providers who meet all the criteria for compliance with bid requirements will proceed to Stage 2 for assessment on functionality. Only service providers who meet the minimum threshold of **80 points** and above out of 100 points will proceed to Stage 3 where bids will be assessed for Price and BBBEE Status Level in accordance with the Preferential Procurement Regulations of 2017 utilizing 80/20 preference points system.

### 3.2. Stage 1: Compliance with bid requirement

Bidders must comply with the set of compliance requirements listed below. The compliance requirements stated below are project specific and disparate from the pre-qualification requirements enshrined in the Preferential Procurement Policy Regulations of 2017.

**NB: Failure to meet any of the compliance requirements listed below will lead to disqualification of the bid**

- Proof of registration as a bank or financial institution in South Africa as approved in writing by the National Treasury in terms of section 7(2)(a) of the Public Finance Management Act, Act 1 of 1999 (PFMA) must be submitted.
- Certificate of registration as a Bank in terms of the Banks Act, No 94 of 1990 must be submitted.
- Valid Annual banking license to operate a bank business in RSA must be submitted.
- Proposal that demonstrates an understanding of the assignment, including proposed methodology and approach that are aligned to ECPTA key deliverables, timeframes, resources, and dependencies must be submitted.

### 3.3. Stage 2: Functionality

Functionality will be assessed against the criteria and weightings specified in the table below. Each criterion will be scored on relevant information submitted by the bidder. The allocated score will then be added together, and bidder should acquire a minimum of **80** points and above to proceed to the next stage.



FUNCTIONALITY	MAXIMUM POINT
Company Experience	25
Accessibility of Banking Services in remote areas	50
Team capability	25
<b>TOTAL</b>	<b>100</b>

The below mentioned criteria will guide the evaluation of functionality / technical phase and bidders who score less than **80** points in this phase will be disqualified for the next phase of evaluation.

Functionality assessment scoring criteria	Scoring Matrix	Weights
<p><b>COMPANY EXPERIENCE</b></p> <p>Number of years the bidder has been rendering banking services to public sector clients or entities similar to the size of ECPTA.</p> <p><b>NB: Please provide proof of relevant projects completed within the Public Sector clients or entities similar to the size of ECPTA.</b></p> <p>Proof of experience must be submitted in <u>ANY</u> of the following documents and must include the type of work done, period of assignment and must be on a client's letterhead:</p> <ul style="list-style-type: none"> <li>a) Appointment letters, or</li> <li>b) Reference letters, or</li> <li>c) Copies of contracts or SLA's.</li> </ul> <p><b>NB: Failure to submit proof of experience in the prescribed format will lead to zero points awarded. No partial points will be awarded for partial information submitted.</b></p>	<ul style="list-style-type: none"> <li>▪ 15 years' experience and more = <b>25 points</b></li> <li>▪ 10-15 years' experience = <b>20 points</b></li> <li>▪ 5-10 years' experience = <b>15 points</b></li> <li>▪ 3-5 years' experience = <b>10 points</b></li> <li>▪ less than 3 years' experience = <b>0 points</b></li> </ul>	<b>25</b>
<b>Accessibility of Banking Services in remote areas in all 3 clusters i.e. Biodiversity &amp; Heritage Cluster, Game Management &amp;</b>	<ul style="list-style-type: none"> <li>▪ 91- 100 % coverage = <b>50 points</b></li> </ul>	<b>50</b>



<p><b>Recreation Cluster and Marine &amp; Coastal Cluster</b></p> <p><b>Banking Office with a minimum banking facility for the following activities:</b></p> <p>a) Deposits; and</p> <p>b) Withdrawals</p> <p><b>NB: Bidders must submit the list of branches and address for the nearest offices.</b></p>	<ul style="list-style-type: none"><li>▪ 81- 90 % coverage = <b>40 points</b></li><li>▪ 71-80 % coverage =<b>30 points</b></li><li>▪ 51-70 % coverage =<b>20 points</b></li><li>▪ 41- 50% coverage = <b>10 points</b></li><li>▪ &lt;40 % coverage = <b>0 points</b></li></ul>	
<p><b>Team Capability</b></p> <p><b>Relevant qualifications and experience of the proposed account manager to handle ECPTA account as outlined in the Terms of Reference.</b></p> <p>Bidders must submit a <b>detailed CV</b> of dedicated Accounts Manager with relevant experience, <b>Accreditation by the Financial Service Board</b> and <b>Post Graduate qualification in banking</b> or similar, that has worked for public sector clients or entities similar to ECPTA.</p> <p><b>NB: Failure to provide a detailed CV, proof of accreditation and proof of qualification will lead to zero points awarded. No partial points will be allocated for partial information submitted.</b></p>	<ul style="list-style-type: none"><li>▪ With more than 15 and above years relevant experience = <b>25 points</b></li><li>▪ With 10-15 years relevant experience = <b>20 points</b></li><li>▪ With 5-10 year relevant experience =<b>10 points</b></li><li>▪ With less than 5 years relevant experience = <b>0 points</b></li></ul>	<b>25</b>
<b>Total Points</b>		<b>100</b>

***NB: Bidders who obtain 80 points and above out of 100 for functionality (Stage 2) will qualify for evaluation in terms of price and B-BBEE Status in stage 3. All points scored by qualifying bidders in stage 2 will not be taken into consideration in Stage 3.***



### Stage 3: Price And B-BBEE

Criteria	Points Available
Bid Price	80
B-BBEE Contribution Level	20
<b>Total</b>	<b>100</b>

***NB: Certified copy or original B-BBEE Status Level Verification Certificate/ Affidavit must be submitted to substantiate B-BBEE Status claimed. When such certificate is not provided as proof the company will automatically score zero.***

### **BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

In addition to those stipulated in any other sections of the bid document, potential bidders should be especially aware of the following terms and conditions:

- The ECPTA's supply chain management policy will apply.
- The ECPTA does not bind itself to accept the highest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically will not be accepted.
- Bids submitted are to hold good for a period of 150 days
- A service level agreement shall be signed with the successful service provider.
- ECPTA will not be held responsible for any costs incurred by the service provider in the preparation and submission of the bid.
- Identity documents of the owners of the company and credentials of the company and team to be involved in the project, to be included with the bid as they will be subjected to vetting ECPTA reserves the right to terminate the contract if not satisfied with the work produced by the service provider.
- Only bidders that have met the requirements of the bid specification shall be considered during the adjudication process.
- No bids will be considered if the bidder did not fully complete and sign all the relevant pages in the bid document.



- If the bidder does not meet these requirements, it will be automatically disqualified.
- The ECPTA Bid Committee and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents.

**The following documents must be submitted with the bid document:**

- Companies that bid as joint venture must submit an official signed business agreement by both parties. If the service provider does not meet this requirement, it will be automatically disqualified.
- Companies must submit a Certified Copy or an original B-BBEE Verification Certificate.
- Companies that bid as joint venture must submit a consolidated B-BBEE Verification Certificate.
- Bidders must be registered with the Treasury Central Supplier Database (CSD) and submit a full copy of the CSD report for the month of October 2022.

Service providers who are not registered with the National Treasury Central Database of Suppliers must visit [www.csd@treasury.gov.za](mailto:www.csd@treasury.gov.za) to register their companies, after the completion of the registration report, a summary report must be included to their bid documents.





## GENERAL CONDITIONS OF THE BID

### 1. Interpretation

The word “Bidder” in these conditions shall mean and include any firm or any company or body incorporated or unincorporated.

The word “ECPTA” in these conditions shall mean the Eastern Cape Parks & Tourism Agency.

### 2. Extent of the bid

This contract is for the provision of the services as detailed in the attached Specification (page 10).

### 3. Contract to be Binding

The formal acceptance of the Purchase Order by the ECPTA will constitute a contract binding on both parties. A service level Agreement will be signed by both parties

### 4. Mode of the Bid

All Bids shall be completed and signed: All forms, annexure, addendums and specifications shall be signed and returned with the Bid document as a whole. ***The lowest or any Bid will not necessarily be accepted.*** The ECPTA wishes to deal on a prime contractual basis with the successful Bidder being responsible and accountable for all aspects of the entire solution or service offered.

### 5. Quality

Should the specifications and / or descriptions not address any aspects of quality as specified, clarity should be provided to the ECPTA prior to the submission of a quotation.

### 6. Insurance Claims, etc.

The ECPTA shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The company shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfillment of this contract and shall indemnify the ECPTA against



all risks or claims which may arise. It will be required from the successful Bidder to submit proof of insurance or any other valid form of indemnification to ECPTA for scrutiny.

## **7. Signing of Documents**

Bidders are required to return the complete set of documents duly signed.

## **8. Period of Validity for Bids and withdrawal of Bid after Closing Date**

All bids must remain valid for a period of 150 (one- hundred and fifty) days from the closing date as stipulated in the Bid document.

### **8.1 Penalty Provision**

Should the successful Bidder:

- a. Withdraw the Bid during the afore-mentioned period of validity; or
- b. Advise the ECPTA of his / her / their inability to fulfill the contract; or
- c. Fail or refuse to fulfill the contract; or
- d. Fail or refuse to sign the agreement or provide any surety if required to do so;

Then, the Bidder will be held responsible for and is obligated to pay to the ECPTA:

All expenses incurred by the ECPTA to advertise for or invite and deliberate upon new Bids, should this be necessary.

The difference between the original accepted Bid price and:

- (i) A less favorable (for the ECPTA) Bid price accepted as an alternative by the ECPTA from the Bids originally submitted; or
- (ii) A new Bid price.

## **9. Value Added Tax**

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total. VAT must be included in the Bid price but must be shown separately.

## **10. Price Escalation:**

To be provided on the pricing schedule over the full seven-year period.



#### **11. Authority to Sign Bid Documents**

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the ECPTA at the time of submission of the Bid that the Bid has been signed by persons properly authorized thereto by resolution of the directors or under the articles of the entity.

#### **12. Samples:** N/A

#### **13. Duration of the Bid:**

The contract period is for five years with an option to extend for a further period of two years.

#### **14. Delivery Periods:**

The successful bidder will liaise with Ms Bukwe Fokazi – 043 492 0889

#### **15. Closing Date / Submitting of Quotations**

Bids must be submitted in sealed envelopes clearly marked **“THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF BANKING SERVICES FOR THE EASTERN CAPE PARKS & TOURISM AGENCY FOR A PERIOD OF FIVE YEARS WITH AN OPTION TO RENEW FOR FURTHER PERIOD OF TWO YEARS.” - BID NO. 15/FY/23**” Quotations must be deposited in the Bid Box, 17-25 Oxford Street (Cnr of Fleet & Oxford Street), East London, by no later than **11:00 am** on the **11 October 2022**

***Bids which are not submitted in a properly sealed and marked envelope and/or deposited in the relevant bid box on or before the closing date and time will not be considered. Faxed or e-mailed Bids will not be considered.***

#### **Bid Enquiries**

Enquiries should be directed to the Supply Chain Management Unit. The following official can be contacted: Mr. Mcebisi Sandi at 043 492 0685 during normal office hours viz. 08:00 – 16:00 Mondays to Fridays-mail: [Mcebisi.Sandi@ecpta.co.za](mailto:Mcebisi.Sandi@ecpta.co.za)



## **16. Insurance and Indemnity**

ECPTA shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

## **17. Validity Period**

Proposals are to be held valid and binding for 150 days from the closing date of submissions (calculated from, but not including, the due date).

### *a. Payment*

Payment will be made on completion of Supply and Delivery within 30 days of receipt of the invoice.

### *b. Control of The Contract*

For the purposes of this contract ECPTA has appointed the Bid Committee for the adjudication, award and management of the bid.

### *c. Agreement*

The successful bidder undertakes to be bound by all terms and conditions contained in this bid document. The successful bidder will be awarded a Purchase Order which serves as the binding contract with ECPTA.



## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Increase/decrease of Quantities
19. Contract amendments
20. Assignment
21. Subcontracts
22. Delays in the provider's performance
23. Penalties
24. Termination for defaults
25. Dumping and countervailing duties
26. Force Majeure
27. Termination for insolvency
28. Settlement of disputes
29. Limitation of liability
30. Governing language
31. Applicable law
32. Notices
33. Taxes and duties
34. Transfer of Contract
35. Amendments of Contract
36. National Industrial Participation Programme (NIPP)
37. Prohibition of restrictive Practices



## GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 **“Closing time”** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 **“Chief Executive Officer”** means the CEO of ECPTA or her/his duly authorized representative;
- 1.3 **“Contract”** means the written agreement entered into between the purchaser and the provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.4 **“Contract price”** means the price payable by the provider under the contract for the full and proper performance of his contractual obligations.
- 1.5 **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.6 **“Countervailing duties”** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.7 **“Country of origin”** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.8 **“Day”** means calendar day.
- 1.9 **“Delivery”** means delivery in compliance of the conditions of the contract or order.
- 1.10 **“Delivery ex stock”** means immediate delivery directly from stock actually on hand.
- 1.11 **“Delivery into consignees store or to his site”** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.12 **“Dumping”** occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.13 **“ECPTA”** means Eastern Cape Parks & Tourism Agency.





- 1.14 **“Force majeure”** means an event beyond the control of the provider and not involving the provider’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.15 **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.16 **“GCC”** means the General Conditions of Contract.
- 1.17 **“Goods”** means all of the equipment, machinery, and/or other materials that the provider is required to supply to the purchaser under the contract.
- 1.18 **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.19 **“Letter of acceptance”** means the written communication by ECPTA to the contractor recording the acceptance by ECPTA of the contractor’s tender subject to the further terms and conditions to be itemized in the contract;
- 1.20 **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.21 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.22 **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.23 **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.24 **“Purchaser”** means the organization purchasing the goods.
- 1.25 **“Republic”** means the Republic of South Africa.
- 1.26 **“SCC”** means the Special Conditions of Contract.
- 1.27 **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning,



provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.

- 1.28 **“Signature date”** means the date of the letter of acceptance;
- 1.29 **“Tender”** means an offer to supply goods/services to ECPTA at a price;
- 1.30 **“Tenderer”** means any person or body corporate offering to supply goods/services to ECPTA;
- 1.31 **“Written”** or **“in writing”** means hand-written in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, ECPTA shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the Eastern Cape Treasury government tender bulletin.

## **4. Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection**

- 5.1 The provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.



- 5.2 The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.
- 5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

- 6.2 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.
- 6.3 When a provider develops documentation/projects for ECPTA, the intellectual, copy and patent rights or ownership of such documents or projects will vest in ECPTA.

## **7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the ECPTA the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to ECPTA as compensation for any loss resulting from the service provider's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to ECPTA and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in South Africa or abroad, acceptable to ECPTA, in the form provided in the bidding documents or another form acceptable to ECPTA; or
  - (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by ECPTA and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises



of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clause 8.2 & 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packaging**

- 9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packaging, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.





## **10. Delivery and documents**

- 10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the provider in accordance with the terms specified in the contract.

## **11. Insurance**

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

## **12. Transportation**

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

## **13. Incidental services**

- 13.1 The provider may be required to provide any or all of the following services, including additional services, if any:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the provider of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the provider for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the provider for similar services.

## **14. Spare parts**

- 14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:
- (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and



- (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. Warranty**

- 15.1 The provider warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The provider further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

## **16. Payment**

- 16.1 The method and conditions of payment to be made to the provider under this contract shall be specified
- 16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the provider.
- 16.4 Payment will be made in Rand unless otherwise stipulated.

## **17. Prices**

- 17.1 Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.





## **18. Increase/decrease of quantities**

- 18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

## **19. Contract amendments**

- 19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

## **20. Assignment**

- 20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **21. Subcontracts**

- 21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.

## **22. Delays in the provider's performance**

- 22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.
- 22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.
- 22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the



contract and to return any goods delivered later at the provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the provider.

## **23. Penalties**

- 23.1 Subject to GCC Clause 25, if the provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed good or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **24. Termination For Default**

- 24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:
- (a) if the provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the provider fails to perform any other obligation(s) under the contract; or
  - (c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 24.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

## **25. Anti-Dumping and Countervailing Duties and Rights**

- 25.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.



## **26. Force Majeure**

- 26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that he delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **27. Termination For Insolvency**

- 27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser,

## **28. Settlement of Disputes**

- 28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 28.4 Notwithstanding any reference to mediation and / or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

## **29. Limitation of Liability**

- 29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;



- (a) the provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and / or damages to the purchaser; and
- (b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

### **30. Governing Language**

- 30.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

### **31. Applicable Law**

- 31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

### **32. Notices**

- 32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 32.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### **33. Taxes and Duties**

- 33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.
- 33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

### **34. Transfer of Contracts**

- 34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.

### **35. Amendment of Contracts**

- 35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into



in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

### **36. National Industrial Participation Programme (NIPP)**

- 36.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### **37. Amendment of Contracts**

- 37.1 In terms of Section 4 (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor (s) was / were involved in collusive bidding (or bid rigging).
- 37.2 If a bidder (s) or contractors, based on reasonable grounds or evidence obtained by purchaser, has / have engaged in the restrictive practice referred above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 37.3 If a bidder (s) or contractor (s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bidder (s) for such item (s) offered and /terminate the contract in whole or part, and / or restrict the bidder (s) or contract (s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder (s) or contractor(s) concerned.

---

**DATE**

---

**SIGNATURE OF BIDDER**





## CENTRALISED SUPPLIER DATABASE (CSD) REPORT

It is a condition of bid that all Service Providers be registered on the Centralised Supplier Database (CSD). Bidders who are not yet registered can register on [www.csd.gov.za](http://www.csd.gov.za)

1. In order to meet this requirement bidders are required to complete the Registration Process which can be done online at the above-mentioned website. Upon completion of registration Bidders will receive a Supplier number which must be provided on the front cover of the document
2. BIDDERS are required to submit their full CSD report for the month of October 2022.





ATTACH CSD REPORT HERE



**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**SBD3.1**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**NAME OF THE BIDDER:** .....

**BID NO.:** 15/FY/23

**DESCRIPTION:** THE PROVISION OF BANKING SERVICES FOR THE EASTERN CAPE PARKS & TOURISM AGENCY FOR A PERIOD OF FIVE (5) YEARS WITH AN OPTION TO RENEW FOR FURTHER PERIOD OF TWO (2) YEARS.

**CLOSING TIME** 11:00 **CLOSING DATE:** 11 OCTOBER 2022

OFFER TO BE VALID FOR 150 DAYS FROM THE CLOSING DATE OF BID.

**PRICING STRUCTURE YEAR 1**

**ANNEXURE A (1 (a))**

<b>Module</b>	<b>Subscription Fee</b>	<b>Price/ Fees</b>		<b>Transaction Frequency</b>
Collections Module	Subscription fee – Ability to process collections	R		per month
Users	User fee			per user
Transaction Fees	<b>Third Party Transaction</b>	<b>Payments</b>	<b>Collections</b>	<b>Per transaction</b>
	0 - 25 Transactions	R	R	per transaction
	26 – 50 Transactions	R	R	per transaction
	51 – 100 Transactions	R	R	per transaction
	101 – 200 Transactions	R	R	per transaction
	201 – 1000 Transactions	R	R	per transaction
	>1001 Transactions	R	R	per transaction
Account Verification Service Fees	<b>AVS fees discounts per following ties</b>	<b>Payments</b>	<b>Collections</b>	<b>Per Transactions</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction



	50 001 – 100 000	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	R	per transaction
	400 001 – 1 000 000	R	R	per transaction
	> 100 0000	R	R	per transaction
Account Services	<b>AVS- R fees discounts per following ties</b>	<b>Payment's</b>	<b>Collections</b>	<b>Per transaction</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 000	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	R	per transaction
	400 001 – 1 000 000	R	R	per transaction
	>1 000 000	R	R	per transaction
Statements	Allow statements older than 90 days	R		
Real Time Live Payment over R5m	Payments over R 5 000 000	R		per transaction
Real Time Live Payment by choice	Real Time live Transaction may be processed by choice	R		per transaction
<b>Set Up fees</b>				
Set Up fees	Set – Up per profile	R		
Training / Technical	Initial Training / Technical Support	R		per hour
<b>Operational fees</b>				



Passwords	Re-issue of password	R	per password
Security Tokens	Re-issue of Security Tokens	R	per token
Training / Technical	Additional Training / Technical Assistance	R	per hour
Cancellation Fee	Profile Cancellation fee	R	
Add Amend Beneficiaries		R	per item
Add/ Amend Global Limits		R	per item
Add / Amend Users Add / Amend User		R	per item
Deletions		R	per item
EFT Unpaid		R	per item
Stop Cheque		R	per transaction
<b>Fuel Cards</b>			
Issuance of Fuel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per fuel card		R	per fuel card
<b>Travel Cards</b>			
Issuance of Travel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per travel card		R	per fuel card



**PRICING STRUCTURE YEAR 1**  
**ANNEXURE B (1 (b))**

<i><b>Items</b></i>	<i><b>Fees</b></i>	<i><b>Frequency</b></i>
Service Charges	R	per transaction
Cash deposit fees	R	per transaction
Cost of deposit books	R	per transaction
Cost of electronic Transfers	R	per transaction
Cost of Telegraphic Transfers	R	per transaction
Fees for Internal transfers between ECPTA and third party accounts	R	per transaction
Cost of producing bank statements	R	per transaction
Cost of using the electronic banking system	R	per transaction
Cost of downloads	R	per transaction
Interest rates on credit balances	R	per transaction
Cost of foreign exchange transaction (payments)	R	per transaction
Cost of foreign exchange transaction (receipts)	R	per transaction



PRICING STRUCTURE YEAR 2 ANNEXURE A(2(a))				
Module	Subscription Fee	Price/ Fees		Transaction Frequency
Collections Module	Subscription fee – Ability to process collections	R		per month
Users	User fee			per user
Transaction Fees	<b>Third Party Transaction</b>	<b>Payments</b>	<b>Collections</b>	<b>Per transaction</b>
	0 - 25 Transactions	R	R	per transaction
	26 – 50 Transactions	R	R	per transaction
	51 – 100 Transactions	R	R	per transaction
	101 – 200 Transactions	R	R	per transaction
	201 – 1000 Transactions	R	R	per transaction
	>1001 Transactions	R	R	per transaction
Account Verification Services	<b>AVS fees discounts per following ties</b>	<b>Payments</b>	<b>Collections</b>	<b>Per Transactions</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 000	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	/*R	per transaction
	400 001 – 1000 000	R	R	per transaction
	> 100 0000	R	R	per transaction
Account Verification Services	<b>AVS- R fees discounts per following ties</b>	<b>Payment's</b>	<b>Collections</b>	<b>Per transaction</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 00	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	R	per transaction
	400 001 – 1 000 000	R	R	per transaction
	>1 000 000	R	R	per transaction
Statements	Allow statements older than 90 days	R		
Real Time Live Payment over R5m	Payments over R 5 000 000	R		per transaction
Real Time Live Payment by choice	Real Time live Transaction may be processed by choice	R		





			Per transaction
<b>Set Up fees</b>			
Set Up fees	Set – Up per profile	R	
Training / Technical	Initial Training / Technical Support	R	per hour
<b>Operational fees</b>			
Passwords	Re-issue of password	R	per password
Security Tokens	Re-issue of Security Tokens	R	per token
Training / Technical	Additional Training / Technical Assistance	R	per hour
Cancellation Fee	Profile Cancellation fee	R	
Add Amend Beneficiaries		R	per item
Add/ Amend Global Limits		R	per item
Add / Amend Users		R	per item
Add / Amend User		R	per item
Deletions		R	per item
EFT Unpaid		R	per item
Stop Cheque		R	per transaction
<b>Fuel Cards</b>			
Issuance of Fuel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per fuel card		R	per fuel card
<b>Travel Cards</b>			
Issuance of Travel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per travel card		R	per fuel card



**PRICING STRUCTURE YEAR 2**  
**ANNEXURE B (2(b))**

<b>Items</b>	<b>Fees</b>	<b>Frequency</b>
Service Charges	R	per transaction
Cash deposit fees	R	per transaction
Cost of deposit books	R	per transaction
Cost of electronic Transfers	R	per transaction
Cost of Telegraphic Transfers	R	per transaction
Fees for Internal transfers between ECPTA and third-party accounts	R	per transaction
Cost of producing bank statements	R	per transaction
Cost of using the electronic banking system	R	per transaction
Cost of downloads	R	per transaction
Interest rates on credit balances	R	per transaction
Cost of foreign exchange transaction (payments)	R	per transaction
Cost of foreign exchange transaction (receipts)	R	per transaction



PRICING STRUCTURE YEAR 3 ANNEXURE A (3(a))				
Module	Subscription Fee	Price/ Fees		Transaction Frequency
Collections Module	Subscription fee – Ability to process collections	R		per month
Users	User fee			per user
Transaction Fees	<b>Third Party Transaction</b>	<b>Payments</b>	<b>Collections</b>	<b>Per transaction</b>
	0 - 25 Transactions	R	R	per transaction
	26 – 50 Transactions	R	R	per transaction
	51 – 100 Transactions	R	R	per transaction
	101 – 200 Transactions	R	R	per transaction
	201 – 1000 Transactions	R	R	per transaction
	>1001 Transactions	R	R	per transaction
Account Verification Services	<b>AVS fees discounts per following ties</b>	<b>Payments</b>	<b>Collections</b>	<b>Per Transactions</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 000	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	/*R	per transaction
	400 001 – 1000 000	R	R	per transaction
	> 100 0000	R	R	per transaction
Account Verification Services	<b>AVS- R fees discounts per following ties</b>	<b>Payment's</b>	<b>Collections</b>	<b>Per transaction</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 00	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	R	per transaction
	400 001 – 1 000 000	R	R	per transaction
	>1 000 000	R	R	per transaction
Statements	Allow statements older than 90 days	R		
Real Time Live Payment over R5m	Payments over R 5 000 000	R		per transaction



Real Time Live Payment by choice	Real Time live Transaction may be processed by choice	R	per transaction
<b>Set Up fees</b>			
Set Up fees	Set – Up per profile	R	
Training / Technical	Initial Training / Technical Support	R	per hour
<b>Operational fees</b>			
Passwords	Re-issue of password	R	per password
Security Tokens	Re-issue of Security Tokens	R	per token
Training / Technical	Additional Training / Technical Assistance	R	per hour
Cancellation Fee	Profile Cancellation fee	R	
Add Amend Beneficiaries		R	per item
Add/ Amend Global Limits		R	per item
Add / Amend Users Add / Amend User		R	per item
Deletions		R	per item
EFT Unpaid		R	per item
Stop Cheque		R	per transaction
<b>Fuel Cards</b>			
Issuance of Fuel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per fuel card		R	per fuel card
<b>Travel Cards</b>			
Issuance of Travel Cards		R	per card



Replacement of lost Card	R	per card
Cost of transaction per travel card	R	per fuel card



**PRICING STRUCTURE YEAR 3**  
**ANNEXURE B (3(b))**

<b>Items</b>	<b>Fees</b>	<b>Frequency</b>
Service Charges	R	per transaction
Cash deposit fees	R	per transaction
Cost of deposit books	R	per transaction
Cost of Telegraphic Transfers	R	per transaction
Fees for Internal transfers between ECPTA and third-party accounts	R	per transaction
Cost of producing bank statements	R	per transaction
Cost of using the electronic banking system	R	per transaction
Cost of downloads	R	per transaction
Interest rates on credit balances	R	per transaction
Cost of foreign exchange transaction (payments)	R	per transaction
Cost of foreign exchange transaction (receipts)	R	per transaction





PRICING STRUCTURE YEAR 4 ANNEXURE A (4(a))				
Module	Subscription Fee	Price/ Fees		Transaction Frequency
Collections Module	Subscription fee – Ability to process collections	R		per month
Users	User fee			per user
Transaction Fees	<b>Third Party Transaction</b>	<b>Payments</b>	<b>Collections</b>	<b>Per transaction</b>
	0 - 25 Transactions	R	R	per transaction
	26 – 50 Transactions	R	R	per transaction
	51 – 100 Transactions	R	R	per transaction
	101 – 200 Transactions	R	R	per transaction
	201 – 1000 Transactions	R	R	per transaction
	>1001 Transactions	R	R	per transaction
Account Verification Services	<b>AVS fees discounts per following ties</b>	<b>Payments</b>	<b>Collections</b>	<b>Per Transactions</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 000	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	/*R	per transaction
	400 001 – 1000 000	R	R	per transaction
	> 100 0000	R	R	per transaction
Account Verification Services	<b>AVS- R fees discounts per following ties</b>	<b>Payment's</b>	<b>Collections</b>	<b>Per transaction</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 00	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	R	per transaction
	400 001 – 1 000 000	R	R	per transaction
	>1 000 000	R	R	per transaction
Statements	Allow statements older than 90 days	R		
Real Time Live Payment over R5m	Payments over R 5 000 000	R		per transaction
Real Time Live Payment by choice	Real Time live Transaction may be processed by choice	R		per transaction



<b>Set Up fees</b>			
Set Up fees	Set – Up per profile	R	
Training / Technical	Initial Training / Technical Support	R	per hour
<b>Operational fees</b>			
Passwords	Re-issue of password	R	per password
Security Tokens	Re-issue of Security Tokens	R	per token
Training / Technical	Additional Training / Technical Assistance	R	per hour
Cancellation Fee	Profile Cancellation fee	R	
Add Amend Beneficiaries		R	per item
Add/ Amend Global Limits		R	per item
Add / Amend Users Add / Amend User		R	per item
Deletions		R	per item
EFT Unpaid		R	per item
Stop Cheque		R	per transaction
<b>Fuel Cards</b>			
Issuance of Fuel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per fuel card		R	per fuel card
<b>Travel Cards</b>			
Issuance of Travel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per travel card		R	per fuel card



**PRICING STRUCTURE YEAR 4**  
**ANNEXURE B (4(b))**

<b>Items</b>	<b>Fees</b>	<b>Frequency</b>
Service Charges	R	per transaction
Cash deposit fees	R	per transaction
Cost of deposit books	R	per transaction
Cost of electronic Transfers	R	per transaction
Cost of Telegraphic Transfers	R	per transaction
Fees for Internal transfers between ECPTA and third-party accounts	R	per transaction
Cost of producing bank statements	R	per transaction
Cost of using the electronic banking system	R	per transaction
Cost of downloads	R	per transaction
Interest rates on credit balances	R	per transaction
Cost of foreign exchange transaction (payments)	R	per transaction
Cost of foreign exchange transaction (receipts)	R	per transaction



PRICING STRUCTURE YEAR 4 ANNEXURE A (4(a))				
Module	Subscription Fee	Price/ Fees		Transaction Frequency
Collections Module	Subscription fee – Ability to process collections	R		per month
Users	User fee			per user
Transaction Fees	<b>Third Party Transaction</b>	<b>Payments</b>	<b>Collections</b>	<b>Per transaction</b>
	0 - 25 Transactions	R	R	per transaction
	26 – 50 Transactions	R	R	per transaction
	51 – 100 Transactions	R	R	per transaction
	101 – 200 Transactions	R	R	per transaction
	201 – 1000 Transactions	R	R	per transaction
	>1001 Transactions	R	R	per transaction
Account Verification Services	<b>AVS fees discounts per following ties</b>	<b>Payments</b>	<b>Collections</b>	<b>Per Transactions</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 000	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	/*R	per transaction
	400 001 – 1000 000	R	R	per transaction
	> 100 0000	R	R	per transaction
Account Verification Services	<b>AVS- R fees discounts per following ties</b>	<b>Payment's</b>	<b>Collections</b>	<b>Per transaction</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 00	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	R	per transaction
	400 001 – 1 000 000	R	R	per transaction
	>1 000 000	R	R	per transaction
Statements	Allow statements older than 90 days	R		
Real Time Live Payment over R5m	Payments over R 5 000 000	R		per transaction
Real Time Live Payment by choice	Real Time live Transaction may be processed by choice	R		per transaction



<b>Set Up fees</b>			
Set Up fees	Set – Up per profile	R	
Training / Technical	Initial Training / Technical Support	R	per hour
<b>Operational fees</b>			
Passwords	Re-issue of password	R	per password
Security Tokens	Re-issue of Security Tokens	R	per token
Training / Technical	Additional Training / Technical Assistance	R	per hour
Cancellation Fee	Profile Cancellation fee	R	
Add Amend Beneficiaries		R	per item
Add/ Amend Global Limits		R	per item
Add / Amend Users Add / Amend User		R	per item
Deletions		R	per item
EFT Unpaid		R	per item
Stop Cheque		R	per transaction
<b>Fuel Cards</b>			
Issuance of Fuel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per fuel card		R	per fuel card
<b>Travel Cards</b>			
Issuance of Travel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per travel card		R	per fuel card



<b>PRICING STRUCTURE YEAR 4 ANNEXURE B (4(b))</b>		
<b>Items</b>	<b>Fees</b>	<b>Frequency</b>
Service Charges	R	per transaction
Cash deposit fees	R	per transaction
Cost of deposit books	R	per transaction
Cost of electronic Transfers	R	per transaction
Cost of Telegraphic Transfers	R	per transaction
Fees for Internal transfers between ECPTA and third-party accounts	R	per transaction
Cost of producing bank statements	R	per transaction
Cost of using the electronic banking system	R	per transaction
Cost of downloads	R	per transaction
Interest rates on credit balances	R	per transaction
Cost of foreign exchange transaction (payments)	R	per transaction
Cost of foreign exchange transaction (receipts)	R	per transaction





PRICING STRUCTURE YEAR 5 ANNEXURE A (5(a))				
Module	Subscription Fee	Price/ Fees		Transaction Frequency
Collections Module	Subscription fee – Ability to process collections	R		per month
Users	User fee			per user
Transaction Fees	<b>Third Party Transaction</b>	<b>Payments</b>	<b>Collections</b>	<b>Per transaction</b>
	0 - 25 Transactions	R	R	per transaction
	26 – 50 Transactions	R	R	per transaction
	51 – 100 Transactions	R	R	per transaction
	101 – 200 Transactions	R	R	per transaction
	201 – 1000 Transactions	R	R	per transaction
	>1001 Transactions	R	R	per transaction
Account Verification Services	<b>AVS fees discounts per following ties</b>	<b>Payments</b>	<b>Collections</b>	<b>Per Transactions</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 000	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	/*R	per transaction
	400 001 – 1000 000	R	R	per transaction
	> 100 0000	R	R	per transaction
Account Verification Services	<b>AVS- R fees discounts per following ties</b>	<b>Payment's</b>	<b>Collections</b>	<b>Per transaction</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 00	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	R	per transaction
	400 001 – 1 000 000	R	R	per transaction
	>1 000 000	R	R	per transaction
Statements	Allow statements older than 90 days	R		
Real Time Live Payment over R5m	Payments over R 5 000 000	R		per transaction
Real Time Live Payment by choice	Real Time live Transaction may be processed by choice	R		per transaction



<b>Set Up fees</b>			
Set Up fees	Set – Up per profile	R	
Training / Technical	Initial Training / Technical Support	R	per hour
<b>Operational fees</b>			
Passwords	Re-issue of password	R	per password
Security Tokens	Re-issue of Security Tokens	R	per token
Training / Technical	Additional Training / Technical Assistance	R	per hour
Cancellation Fee	Profile Cancellation fee	R	
Add Amend Beneficiaries		R	per item
Add/ Amend Global Limits		R	per item
Add / Amend Users Add / Amend User		R	per item
Deletions		R	per item
EFT Unpaid		R	per item
Stop Cheque		R	per transaction
<b>Fuel Cards</b>			
Issuance of Fuel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per fuel card		R	per fuel card
<b>Travel Cards</b>			
Issuance of Travel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per travel card		R	per fuel card



<b>PRICING STRUCTURE YEAR 5 ANNEXURE B (5(b))</b>		
<b>Items</b>	<b>Fees</b>	<b>Frequency</b>
Service Charges	R	per transaction
Cash deposit fees	R	per transaction
Cost of deposit books	R	per transaction
Cost of electronic Transfers	R	per transaction
Cost of Telegraphic Transfers	R	per transaction
Fees for Internal transfers between ECPTA and third-party accounts	R	per transaction
Cost of producing bank statements	R	per transaction
Cost of using the electronic banking system	R	per transaction
Cost of downloads	R	per transaction
Interest rates on credit balances	R	per transaction
Cost of foreign exchange transaction (payments)	R	per transaction
Cost of foreign exchange transaction (receipts)	R	per transaction



PRICING STRUCTURE YEAR 6 ANNEXURE B (6(a))				
Module	Subscription Fee	Price/ Fees		Transaction Frequency
Collections Module	Subscription fee – Ability to process collections	R		per month
Users	User fee			per user
Transaction Fees	<b>Third Party Transaction</b>	<b>Payments</b>	<b>Collections</b>	<b>Per transaction</b>
	0 - 25 Transactions	R	R	per transaction
	26 – 50 Transactions	R	R	per transaction
	51 – 100 Transactions	R	R	per transaction
	101 – 200 Transactions	R	R	per transaction
	201 – 1000 Transactions	R	R	per transaction
	>1001 Transactions	R	R	per transaction
Account Verification Services	<b>AVS fees discounts per following ties</b>	<b>Payments</b>	<b>Collections</b>	<b>Per Transactions</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 000	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	/*R	per transaction
	400 001 – 1000 000	R	R	per transaction
	> 100 0000	R	R	per transaction
Account Verification Services	<b>AVS- R fees discounts per following ties</b>	<b>Payment's</b>	<b>Collections</b>	<b>Per transaction</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 00	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	R	per transaction
	400 001 – 1 000 000	R	R	per transaction
	>1 000 000	R	R	per transaction
Statements	Allow statements older than 90 days	R		
Real Time Live Payment over R5m	Payments over R 5 000 000	R		per transaction
Real Time Live Payment by choice	Real Time live Transaction may be processed by choice	R		per transaction



<b>Set Up fees</b>			
Set Up fees	Set – Up per profile	R	
Training / Technical	Initial Training / Technical Support	R	per hour
<b>Operational fees</b>			
Passwords	Re-issue of password	R	per password
Security Tokens	Re-issue of Security Tokens	R	per token
Training / Technical	Additional Training / Technical Assistance	R	per hour
Cancellation Fee	Profile Cancellation fee	R	
Add Amend Beneficiaries		R	per item
Add/ Amend Global Limits		R	per item
Add / Amend Users Add / Amend User		R	per item
Deletions		R	per item
EFT Unpaid		R	per item
Stop Cheque		R	per transaction
<b>Fuel Cards</b>			
Issuance of Fuel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per fuel card		R	per fuel card
<b>Travel Cards</b>			
Issuance of Travel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per travel card		R	per fuel card



**PRICING STRUCTURE YEAR 6**  
**ANNEXURE B (6(b))**

<b>Items</b>	<b>Fees</b>	<b>Frequency</b>
Service Charges	R	per transaction
Cash deposit fees	R	per transaction
Cost of deposit books	R	per transaction
Cost of electronic Transfers	R	per transaction
Cost of Telegraphic Transfers	R	per transaction
Fees for Internal transfers between ECPTA and third-party accounts	R	per transaction
Cost of producing bank statements	R	per transaction
Cost of using the electronic banking system	R	per transaction
Cost of downloads	R	per transaction
Interest rates on credit balances	R	per transaction
Cost of foreign exchange transaction (payments)	R	per transaction
Cost of foreign exchange transaction (receipts)	R	per transaction





<b>ANNEXURE B (7(a)) PRICING STRUCTURE YEAR 7</b>				
<b>Module</b>	<b>Subscription Fee</b>	<b>Price/ Fees</b>		<b>Transaction Frequency</b>
Collections Module	Subscription fee – Ability to process collections	R		per month
Users	User fee			per user
Transaction Fees	<b>Third Party Transaction</b>	<b>Payments</b>	<b>Collections</b>	<b>Per transaction</b>
	0 - 25 Transactions	R	R	per transaction
	26 – 50 Transactions	R	R	per transaction
	51 – 100 Transactions	R	R	per transaction
	101 – 200 Transactions	R	R	per transaction
	201 – 1000 Transactions	R	R	per transaction
	>1001 Transactions	R	R	per transaction
Account Verification Services	<b>AVS fees discounts per following ties</b>	<b>Payments</b>	<b>Collections</b>	<b>Per Transactions</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 000	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	/*R	per transaction
	400 001 – 1000 000	R	R	per transaction
	> 100 0000	R	R	per transaction
Account Verification Services	<b>AVS- R fees discounts per following ties</b>	<b>Payment's</b>	<b>Collections</b>	<b>Per transaction</b>
	0 – 10 000	R	R	per transaction
	10 001 – 50 000	R	R	per transaction
	50 001 – 100 00	R	R	per transaction
	100 001 – 200 000	R	R	per transaction
	200 001 – 400 000	R	R	per transaction
	400 001 – 1 000 000	R	R	per transaction
	>1 000 000	R	R	per transaction
Statements	Allow statements older than 90 days	R		
Real Time Live Payment over R5m	Payments over R 5 000 000	R		per transaction
Real Time Live Payment by choice	Real Time live Transaction may be processed by choice	R		per transaction



<b>Set Up fees</b>			
Set Up fees	Set – Up per profile	R	
Training / Technical	Initial Training / Technical Support	R	per hour
<b>Operational fees</b>			
Passwords	Re-issue of password	R	per password
Security Tokens	Re-issue of Security Tokens	R	per token
Training / Technical	Additional Training / Technical Assistance	R	per hour
Cancellation Fee	Profile Cancellation fee	R	
Add Amend Beneficiaries		R	per item
Add/ Amend Global Limits		R	per item
Add / Amend Users Add / Amend User		R	per item
Deletions		R	per item
EFT Unpaid		R	per item
Stop Cheque		R	per transaction
<b>Fuel Cards</b>			
Issuance of Fuel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per fuel card		R	per fuel card
<b>Travel Cards</b>			
Issuance of Travel Cards		R	per card
Replacement of lost Card		R	per card
Cost of transaction per travel card		R	per fuel card



<b>PRICING STRUCTURE YEAR 7 ANNEXURE B (7(b))</b>		
<b>Items</b>	<b>Fees</b>	<b>Frequency</b>
Service Charges	R	per transaction
Cash deposit fees	R	per transaction
Cost of deposit books	R	per transaction
Cost of electronic Transfers	R	per transaction
Cost of Telegraphic Transfers	R	per transaction
Fees for Internal transfers between ECPTA and third-party accounts	R	per transaction
Cost of producing bank statements	R	per transaction
Cost of using the electronic banking system	R	per transaction
Cost of downloads	R	per transaction
Interest rates on credit balances	R	per transaction
Cost of foreign exchange transaction (payments)	R	per transaction
Cost of foreign exchange transaction (receipts)	R	per transaction

**NB:** The number of transactions listed above are for comparison purposes. The total number of transactions may increase or decrease based on the actual needs of ECPTA. The unit price tendered shall remain fixed for the duration of the contract.



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

**YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution




2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name)..... in submitting the  
 accompanying bid, do hereby make the following statements that I certify to be true  
 and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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>1</sup> will not

<sup>1</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.



be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder





## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ....80/20... preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together



with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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



$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- $P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{\min}$  = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

#### 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 20 points)



(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

**Designated Group: An EME or QSE which is at least 51% owned by:**

**EME**

**QSE**

✓

✓

Black people

Black people who are youth

Black people who are women

Black people with disabilities

Black people living in rural or underdeveloped areas or townships

Cooperative owned by black people

Black people who are military veterans

**OR**

Any EME

Any QSE

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation



- ☐ Company  
☐ (Pty) Limited  
 [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....  
 .....  
 .....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer  
☐ Supplier  
☐ Professional service provider  
☐ Other service providers, e.g. transporter, etc.  
 [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

- 1. ....
- 2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....  
.....





## JOINT VENTURE DISCLOSURE FORM

### **GENERAL**

- i) All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be used and attached to the original documents.
- ii) A copy of the joint venture agreement must be attached to this form, in order to demonstrate the Affirmable, Joint Venture Partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:
  - a) the contributions of capital and equipment
  - b) work items to be performed by the Affirmable Joint Venture Partner's own forces
  - c) work items to be performed under the supervision of the Affirmable Joint Venture Partner.
- iii) Copies of all written agreements between partners concerning the contract must be attached to this form including those, which relate to ownership options and to restrictions/limits regarding ownership and control.
- iv) ABE partners must complete ABE Declaration Affidavits.
- v) The joint venture must be formalised. All pages of the joint venture agreement must be signed by all the parties concerned. A letter/ notice of intention to formalise a joint venture once the contract has been awarded will not be considered.
- vi) should any of the above not be complied with, the joint venture will be deemed null and void and will be considered non-responsive.

### **1. JOINT VENTURE PARTICULARS**

- a) Name .....
- b) Postal address.....  
.....  
.....  
.....  
.....



c) Physical address.....  
.....  
.....

d) Telephone .....

e) Fax .....

**2. IDENTITY OF EACH NON-AFFIRMABLE JOINT VENTURE PARTNER**

**2.1(a)** Name of Firm .....

Postal Address.....

Physical Address .....

Telephone.....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

**2.2(a)** Name of Firm .....

Postal Address.....

Physical Address .....

Telephone.....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....  
*(Continue as required for further non-Affirmable Joint Venture Partners)*

**IDENTITY OF EACH AFFIRMABLE JOINT VENTURE PARTNER**

**3.1(a)** Name of Firm .....

Postal Address.....



Physical Address .....

Telephone.....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

**3.2(a)** Name of Firm .....

Postal Address.....

Physical Address .....

Telephone.....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

**3.3(a)** Name of Firm .....

Postal Address.....

Physical Address .....

Telephone.....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

1. **BRIEF DESCRIPTION OF THE ROLES OF THE AFFIRMABLE JOINT VENTURE PARTNERS IN THE JOINT VENTURE**

.....

.....

.....



5. **OWNERSHIP OF THE JOINT VENTURE**

a) Affirmable Joint Venture Partner ownership percentage(s) .....%

b) Non-Affirmable Joint Venture Partner ownership percentage(s) .....%

c) Affirmable Joint Venture Partner percentages in respect of: \*

(i) .....

Profit and loss sharing .....

(ii) .....

Initial capital contribution in Rands .....

.....

.....

(\*Brief descriptions and further particulars should be provided to clarify percentages).

(iii) .....

Anticipated on-going capital contributions in Rands .....

.....

.....

(iv) Contributions of equipment (specify types, quality, and quantities of equipment) to be provided by each partner.

.....

.....

.....



**5. RECENT CONTRACTS EXECUTED BY PARTNERS IN THEIR OWN RIGHT AS PRIME CONTRACTORS OR AS PARTNERS IN OTHER JOINT VENTURES**

	NON-AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

	AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

**7. CONTROL AND PARTICIPATION IN THE JOINT VENTURE**

(Identify by name and firm those individuals who are, or will be, responsible for, and have authority to engage in the relevant management functions and policy and decision making, indicating any limitations in their authority e.g. co-signature requirements and Rand limits).

(a) Joint Venture cheque signing

.....  
 .....  
 .....

(b) Authority to enter into contracts on behalf of the Joint Venture

.....  
 .....  
 .....

(c) Signing, co-signing and/or collateralising of loans



.....  
.....  
.....  
(d) Acquisition of lines of credit

.....  
.....  
.....  
(e) Acquisition of performance bonds

.....  
.....  
.....  
(f) Negotiating and signing labour agreements

8. **MANAGEMENT OF CONTRACT PERFORMANCE**  
(Fill in the name and firm of the responsible person).

- (a) Supervision of field operations.....  
(b) Major purchasing.....  
(c) Estimating .....  
(d) Technical management .....





## 9. MANAGEMENT AND CONTROL OF JOINT VENTURE

- (a) Identify the “managing partner”, if any,

.....

.....

.....

.....

- (b) What authority does each partner have to commit or obligate the other to financial institutions, insurance companies, suppliers, subcontractors and/or other parties participating in the execution of the contemplated works?

.....

.....

.....

.....

- (c) Describe the management structure for the Joint Venture's work under the contract

MANAGEMENT FUNCTION / DESIGNATION	NAME	PARTNER*

(Fill in “ex Affirmable Joint Venture Partner” or “ex non-Affirmable Joint Venture Partner”.



## 10. **PERSONNEL**

- (a) State the approximate number of operative personnel (by trade/function/discipline) needed to perform the Joint Venture work under the Contract.

TRADE/FUNCTION/ DISCIPLINE	NUMBER EX AFFIRMABLE JOINT VENTURE PARTNERS	NUMBER EX NON- AFFIRMABLE JOINT VENTURE PARTNERS

(Fill in “ex Affirmable Joint Venture Partner” or “ex non-Affirmable Joint Venture Partner”).

- (b) Number of operative personnel to be employed on the Contract who are currently in the employ of partners.
- (i) Number currently employed by Affirmable Joint Venture Partners
- .....
- (ii) Number currently employed by the Joint Venture
- .....
- (c) Number of operative personnel who are not currently in the employ of the respective partner and will be engaged on the project by the Joint Venture
- .....
- (d) Name of individual(s) who will be responsible for hiring Joint Venture employees
- .....



- .....
- (e) Name of partner who will be responsible for the preparation of Joint Venture payrolls

.....

**11. CONTROL AND STRUCTURE OF THE JOINT VENTURE**

Briefly describe the manner in which the Joint Venture is structured and controlled.

.....

.....

.....

The undersigned warrants that he/she is duly authorised to sign this Joint Venture Disclosure Form and affirms that the foregoing statements are true and correct and include all material information necessary to identify and explain the terms and operations of the Joint Venture and the intended participation of each partner in the undertaking.

The undersigned further covenants and agrees to provide the Employer with complete and accurate information regarding actual Joint Venture work and the payment therefore, and any proposed changes in any provisions of the Joint Venture agreement, and to permit the audit and examination of the books, records and files of the Joint Venture, or those of each partner relevant to the Joint Venture, by duly authorised representatives of the Employer.

Signature .....

Duly authorized to sign on behalf of .....

Name .....

Address.....

Telephone.....

Date .....

Signature .....

Duly authorized to sign on behalf of .....

Name .....



Address.....  
Telephone.....  
Date .....

---

Signature .....

Duly authorized to sign on behalf of .....

Name .....

Address.....

Telephone.....

Date .....

---

Signature .....

Duly authorized to sign on behalf of .....

Name .....

Address.....

Telephone.....

Date .....

---



## JOINT VENTURE AGREEMENT

Bidders who tender as a Joint Venture must submit a Joint Venture Agreement here.



## COMPANY DETAILS

The following company details schedule must be completed to ensure that the prerequisite requirements to bidding are met.

Registered Company Name	
Company Registration Number	
VAT Number	
Bank Name	
Branch Name	
Bank Account Number	
Professional Registration Details	
Professional Indemnity Details	





## PROOF OF INSURANCE AND LIABILITY COVER

**(NB) Please attach proof of insurance and liability cover to the next page.**



**ATTACH PROOF OF INSURANCE AND LIABILITY  
COVER HERE**



## **AUTHORITY TO SIGN BID DOCUMENTS**

In the case of a bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to ECPTA at the time of submission of the bid that the bid has been signed by persons properly authorized thereto by resolution of the directors or under the articles of the entity.

**Please attach proof to the next page.**



## ATTACH RESOLUTION OF SIGNATORY

