

TENDER: SBM 13/25/26

Munisipale Kantoor
 Privaatsak X12
 VREDENBURG, 7380
 Tel. No.(022) 701-7113
 Faks No.(022) 715-1304



Municipal Offices
 Private Bag X12
 VREDENBURG, 7380
 Tel. No.(022) 701-7113
 Fax No.(022) 715-1304

TENDER DOCUMENT

TENDER NUMBER	SBM 13/25/26
TENDER DESCRIPTION	SUPPLY OF BANKING SERVICES FOR SALDANHA BAY MUNICIPALITY FOR THE PERIOD 1 JULY 2026 TO 30 JUNE 2031.
NAME OF TENDERER	
BUSINESS ADDRESS	
TELEPHONE NUMBER	
CSD NUMBER	

COMPULSORY CLARIFICATION MEETING:

ADDRESS	COUNCIL CHAMBERS, 12 MAIN ROAD, VREDENBURG, 7380		
DATE	10 NOVEMBER 2025	CLOSING TIME	11H00

SUBMISSION DETAILS:

ADDRESS	TENDER BOX, GROUND FLOOR, INVESTMENT CENTRE, 15 MAIN ROAD, VREDENBURG		
CLOSING DATE	9 JANUARY 2026	CLOSING TIME	12H00

The document, fully completed in all respects, together with any returnable and additional, supporting documentation required, must be submitted in a sealed envelope with the name and address of the tenderer, the project number and description and the closing date and time indicated on the envelope. The sealed envelopes must be inserted into the appropriate official tender box before the closing date and time.

All bids must be submitted on the official bid documents issued by SBM for this bid and not be re-typed.

Do not dismember this Tender Document (do not take it apart or put documents between its pages) and all other documents of the submission must be attached to this Tender Document.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Rosaire Farmer
Tel: 022 701 6945
Email: rosaire.farmer@sbm.gov.za

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION / SPECIFICATIONS
MAY BE DIRECTED TO:**

Contact Person: Henery Damons
Tel: 022 701 7037
Email: henery.damons@sbm.gov.za

INSTRUCTION: HANDLING OF TENDER DOCUMENT

Tenders must be properly received and deposited in the above-mentioned tender box on or before the closing date and before the closing time. No late tender offers will be accepted under any circumstances. Tender offers must be submitted in a sealed envelope properly marked in terms of the tender number and tender description as indicated above. If the tender offer is too large to fit into the abovementioned box, please enquire at the public counter opposite the tender boxes for assistance. No tender offers will be accepted via facsimile, email or electronic copies.

All bids must be submitted on the official bid documents issued by SBM for this bid and not be re-typed.

Do not dismember this Tender Document (do not take it apart or put documents between its pages) and all other documents of the submission must be attached to this Tender Document.

Tenders generated from e-Tender:

E-TENDER DECLARATION

It is compulsory to confirm "Yes" or "No" on all line items

Yes/No

The original document collected from the Municipality must be submitted or, if documents are printed from the e-tender website, the original, printed document must be submitted, clearly reflecting all writing and signatures in black ink. Copied documents where the writing and signatures is unclear and/or copied will render the tender non-responsive.	
Print the tender document with a quality printer. If the wording is unclear, the document will be discarded.	
Printed documents must be bound securely according to page numbers to prevent pages getting lost. Missing pages will render the tender non-responsive. Do not staple the pages together.	
The Price Schedule and All Annexures with compulsory attachments must be bind to the back of the document.	
No alterations of the document will be accepted. Any alterations will disqualify the tender.	
Print the Tender document on both sides to save paper and for standardisation.	

It is compulsory to comply and sign below if the tenderer agrees to the requirements above

I accept and approve all of the above.

SIGNATURE OF TENDERER

CHECKLIST

Please ensure that you have included all the documents listed below and submit it with your tender document as well as ensure that you adhere to the listed requirements. This will ensure that your tender is not deemed to be non-responsive and disqualified.

PLEASE TICK BOX ON THE LEFT ☒

- ☐ Identity Documents of all those with equity ownership in the organization. In the case of a company please include only those ID documents of the Directors with equity ownership.
- ☐ Company registration forms.
- ☐ Certified copy of director/s municipal account/s.
- ☐ Registration with professional body (If applicable).
- ☐ Samples Provided (If applicable).
- ☐ All relevant sections complete and signed and all pages of tender document initialled by authorized signatory.
- ☐ Proof attached that signatory is duly authorized to enter into contractual agreement with Saldanha Bay Municipality on behalf of the organization.
- ☐ Original or Originally Certified copy of a valid SANAS approved B-BBEE certificate or a valid B-BBEE affidavit.
- ☐ Proof for claiming points for locality as required in MBD 6.1.
- ☐ Tax-compliant status on CSD.
- ☐ Financial statements or accounts as per MBD 5.

DECLARATION

I declare that all relevant documentations have been included with the bid document and all the tender conditions have been adhered to.

Name: _____ Signature: _____

Capacity: _____

PART A: INVITATION AND GENERAL INSTRUCTION	6
1. ADVERTISEMENT	6
2. INSTRUCTION TO TENDERER	7
2.1 GENERAL AND SPECIAL CONDITIONS OF CONTRACT	7
PART B: COMPULSORY RETURNABLE DOCUMENTS (SCM RELATED)	15
3. MBD 1: INVITATION TO TENDER	15
4. MBD 4: DECLARATION OF INTEREST	17
5. MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION	20
6. MBD 6.1 (PRERENCE POINTS CLAIM FORM).....	21
7. MBD 8: BIDDER'S PAST PRACTICES.....	28
8. MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION	31
9. CENTRAL SUPPLIER DATABASE (CSD)	34
PART C: CONDITIONS OF CONTRACT	35
10. GENERAL CONDITIONS OF CONTRACT (GCC OF 2010)	35
11. SPECIAL CONDITIONS OF CONTRACT	50
12. AUTHORITY TO SIGN BID	51
13. CONTRACT FORM: PURCHASE OF GOODS/WORKS/SERVICES (MBD7)	58
PART D: SPECIFICATIONS	60
14. SPECIFICATIONS.....	60
15. PRICING INSTRUCTIONS	75
16. PRICE SCHEDULE.....	76
PART E: OTHER	88
17. PRICE ADJUSTMENTS.....	88
18. OMISSIONS, ALTERATIONS AND ADDITIONS.....	89
19. SCHEDULE OF VARIATIONS FROM SPECIAL CONDITIONS OF CONTRACT	90

PART A: INVITATION AND GENERAL INSTRUCTION**1. ADVERTISEMENT**

<u>SALDANHABAAI MUNISIPALITEIT</u>	<u>SALDANHA BAY MUNICIPALITY</u>
TENDER NOMMER: SBM 13/25/26 TENDER BESKRYWING: DIE VOORSIENING VAN BANK DIENSTE AAN SALDANHABAAI MUNISIPALITEIT VIR DIE PERIODE 1 JULIE 2026 TOT 30 JUNIE 2031. Tender dokumente is beskikbaar om afgelaai te word vanaf die e-Tender publikasie webtuiste www.etenders.gov.za of kan alternatiewelik verkry word by Mev. R. Farmer, Hoofstraat 15, Beleggingsentrum, Vredenburg vanaf Maandag, 27 Oktober 2025. Indien tender dokumente verkry word, moet 'n nie-terugbetaalbare tender deposito van R295.00 betaal word aan Saldanhabaai Munisipaliteit. 'n Bewys van betaling moet aangebied word vir die verkryging van tender dokumente. Navrae: Henery Damons E-pos: henery.damons@sbm.gov.za Tenders moet in die tenderbus by die Beleggingsentrum, Hoofstraat 15, Vredenburg ingedien word voor 12H00 op Vrydag, 9 Januarie 2026 en moet in 'n geseëldde koevert wees waarop daar aan die buitekant duidelik gemerk is die bovermelde tender nommer en beskrywing. Na die sluitingsuur sal die tenders in die publiek oopgemaak word. Enige of die laagste tender sal nie noodwendig aanvaar word nie. 'n Verpligte inligtingsessie sal plaasvind by die Raadsaal, Hoofstraat 12, Vredenburg op Maandag, 10 November 2025 stiptelik om 11H00. Geen grasie periode sal toegelaat word nie. Die 80/20 voorkeur-puntestelsel soos vervat in die Voorkeur Verkrygings Beleid, R8/5-25, van 29 Mei 2025 sal in die beoordeling van hierdie tender gebruik word. 'n Geldige inkomstebelasting uitklaringsertifikaat, soos uitgereik deur die Suid-Afrikaanse Inkomstediens, moet tesame met die tender dokument ingehandig word, en die tenderaar moet voldoen aan die belastingvoorwaardes op die Sentrale Verskaffers Databasis (CSD). Mnr. H. Mettler MUNISIPALE BESTUURDER Saldanhabaai Munisipaliteit Privaatsak X 12 VREDENBURG 7380	TENDER NUMBER: SBM 13/25/26 TENDER DESCRIPTION: SUPPLY OF BANKING SERVICES FOR SALDANHA BAY MUNICIPALITY FOR THE PERIOD 1 JULY 2026 TO 30 JUNE 2031. Tender documents can be downloaded from the e-Tender publication portal at www.etenders.gov.za or alternatively can be collected from Mrs. R. Farmer, 15 Main Road, Investment Centre, Vredenburg from Monday, 27 October 2025. If tender documents are collected, a non-refundable tender deposit of R295.00 is payable to Saldanha Bay Municipality. A proof of deposit is required for the collection of tender documents. Enquiries: Henery Damons Email: henery.damons@sbm.gov.za Tenders must be placed in the tender box of the Investment Centre, Ground Floor, 15 Main Road, Vredenburg, before 12H00 on Friday, 9 January 2026, in a sealed envelope where on the outside is clearly marked the above-mentioned tender number and description. The tenders shall be opened in the public after the closing hour. Any or the lowest tender will not necessarily be accepted. A compulsory briefing session will be held at the Council Chambers, 12 Main Road, Vredenburg on Monday, 10 November 2025 promptly at 11H00. No grace period will be allowed. The 80/20 preference point system as contained in the Preferential Procurement Policy, R8/5-25, of 29 May 2025 will be used in the adjudication of this tender. A valid tax clearance certificate, from the South African Revenue Services, must be supplied with the tender document, and the tenderer must be tax-compliant on the Central Supplier Database (CSD). Mr. H. Mettler MUNICIPAL MANAGER Saldanha Bay Municipality Private Bag X 12 VREDENBURG 7380

2. INSTRUCTION TO TENDERER**2.1 General and Special Conditions of Contract**

The General Conditions of Contract (GCC) as well as Special Conditions of Contract (SCC) forming part of this set of tender documents will be applicable to this tender in addition to the conditions of tender. Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail.

2.2 Acceptance or Rejection of a Tender

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

2.3 Validity Period

Bids shall remain valid and binding for a minimum of 90 days after the tender closure date and the validity extend automatically till the contract is signed if validity goes beyond the number of days indicated. The reason for this is to ensure that the tender is valid till appeals were considered, if received.

2.4 Cost of Tender Documents

Tender documents can be downloaded from the eTender publication portal at www.etenders.gov.za or alternatively can be collected at a non-refundable tender deposit rate payable to Saldanha Bay Municipality. Payment for tender documents must be made by a crossed cheque, cash or payment into Saldanha Bay Municipality's bank account payable to the Saldanha Bay Municipality. These costs are non-refundable. No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically.

2.5 Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database, to register online. In the event that a tenderer is not yet registered, it is requested that the online registration proceeds with the Central Supplier Database. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the Central Supplier Database.

2.6 Completion of Tender Documents

- a) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. All the pages must be initialed by the authorised signatory and returned.
- b) Tender documents may not be retyped.

- c) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.
- d) No unauthorized alteration or amendments of this set of tender documents will be allowed. Any unauthorized alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.
- e) Tenders must be completed in indelible ink and NO CORRECTION FLUID may be used in the Tender Document. If corrections must be made, a line must be drawn through the correction and it must be initialed.
- f) The bidder must verify regularly on E-tender and our website whether there are any addendums before submission and addendums must be submitted with the tender document.
- g) If a document is electronically completed, NO ALTERATIONS OR AMENDMENTS may be made to the content of the tender document. ALTERATIONS OR AMENDMENTS to the tender document will result in disqualification. Also note that the contract will be terminated in a case where it is detected after contract signing that the tender document was altered or amended. It thus remains the responsibility of the tenderer to ensure that the same document as was issued is submitted.

2.7 Compulsory Documentation

2.7.1 Income Tax Clearance Certificate

A valid Income Tax Clearance Certificate must accompany the bid documents unless the bidder is registered on the Central Supplier Database and are Tax compliant. If the South African Revenue Services (SARS) cannot provide a valid Income Tax Clearance Certificate, the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order or their tax pin.

2.7.2 Construction Industry Development Board (CIDB)

When applicable, a copy of the bidder's registration and grading certificate with the CIDB must be included with the tender.

2.7.3 Municipal Rates, Taxes and Charges

Business account: See MBD 6.1 and call office if any clarification is required (important for claiming preference points).

Director's accounts:

- a) A copy of the bidder's municipal account for the month preceding the tender closure date must accompany the tender documents.

- b) Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be disqualified.

2.8 Authorized Signatory

- a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorizing the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorized to sign it for and on behalf of the bidder.

2.9 Site / Information Meetings

Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended the site or information meeting on the specified date.

2.10 Samples

Samples, if requested, are to be provided to the Municipality with the tender document and are not returnable.

2.11 Quantities of Specific Items

If tenders are called for a specific number of items, Council reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second placed bidder. The process will be continued to the Municipality's satisfaction.

2.12 Submission of Tender

- a) The tender must be placed in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the tender number, title as well as closing date and time and be - placed in the **tender box at the Ground Floor in the Investment Centre, 15 Main Road, Vredenburg by not later than 12H00 on the specified closing date.**
- b) Faxed, e-mailed and late tenders will not be accepted. Tenders may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.

2.13 Expenses Incurred in Preparation of Tender

The Municipality shall not be liable for any expenses incurred in the preparation and submission of the tender.

2.14 Contact with Municipality after Tender Closure Date

- a) Bidders shall not contact the Saldanha Bay Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded.
- b) If a bidder wishes to bring additional information to the notice of the Saldanha Bay Municipality, it should do so in writing to the Saldanha Bay Municipality.
- c) Any effort by the firm to influence the Saldanha Bay Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

2.15 Opening, Recording and Publications of Tenders Received

- a) Tenders will be opened on the closing date immediately after the closing time specified in the tender documents. If requested by any bidder present, the names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.
- b) Details of tenders received in time will be published on the Municipality's website as well as recorded in a register which is open to public inspection.

2.16 Evaluation of Tenders

Tenders will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of tender documents.

2.17 Supply Chain Management Policy and Regulations

Bids will be awarded in accordance with the PREFERENTIAL PROCUREMENT POLICY adopted by Council on R8/5-25, of 29 May 2025, as well as the Municipality's Supply Chain Management Policy.

- a) B-BBEE
 - Original or originally certified B-BBEE certificate or Affidavit.
- b) Locality
 - i) Where the tenderer is the owner of the property:
 - ii) The municipal account must be registered in the trading name of owner of the property, for example:
 - Partnership (Lead company according to agreement).
 - Joint Venture (Lead company according to agreements and where daily operations are done).
 - Close Corporation (name of the CC).
 - Public Company "Limited or Ltd" (name of the company).
 - Private company / Proprietary company / (Pty) Ltd (name of the company).
 - Non-Profit Company "NPC" (name of the company).
 - State Owned Company "SOC" (name of the SOC).
 - In the case of a One-person business / sole propriety the account must either be in the trading name or in the owner's name.

- In the case of a Private Company (Pty) Ltd. (small businesses') which trades from the residential address of the Director, the municipal account can be in the name of the Director if he/she is the owner of the residential property. This is applicable in cases where the company has only 1 Director. If more than 1 Director, the other directors must also reside at the same address and such proof must be submitted in the form of an Affidavit.

c) Where the tenderer is not the owner of the property:

i) Sole propriety (residential):

- If the municipal account is not registered in the name of the Sole Propriety, a valid Lease Agreement to be submitted.
 - OR
- If no valid Lease Agreement exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
 - ✓ That the sole propriety is conducting business from the said address as indicated in the bid documents.
 - ✓ What are the conditions/agreement for conducting business from premises.
 - ✓ For example: Declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; sole propriety not liable for any rent payments, etc.
 - ✓ The ID numbers of both the owner of property and the sole propriety must reflect on the affidavit.

NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts".

Note: Affidavits valid for a period of 3 months

- Close Corporation, Public Company, Personal Liability Company, (Pty) Limited, Non-Profit Company, State Owned Companies - A valid Lease Agreement must be submitted:
 - ✓ If a valid Lease Agreement does not exist, an affidavit from the owner of the property must be submitted.
 - ✓ The owner of the property must confirm the following:
 - ✓ That the tenderer/supplier is conducting business from the said address as indicated in the bid documents.
 - ✓ What are the conditions/agreement for conducting business from premises.

- ✓ For example: Declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; Sole supplier not liable for any rent payments, etc.
- ✓ The ID numbers of both the owner of property, the Director (Authorised to represent the entity or sign documents on behalf of entity) and/or the supplier company registration number must reflect on the affidavit.
- ✓ If the property is in the name of a Trust, an affidavit must be obtained from the Trustee(s).
- ✓ NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts".

d) Sub-Leasing vs Apartments (block of buildings) owned by one (1) person / director which also operates more than 1 business from the same premises:

- i) If any Sub Leasing exist, a valid Sub Lease agreement must be submitted.
- ii) In instances where a director owns an apartment (block of buildings) and runs more than one business from it, this block is registered in the name of a trust or one (1) of the business's he owns. When a tenderer submits a bid, is not the one (1) owning the business, the same information as per 2.24.2.2 above must be submitted.

Note: The residential or business address of the tenderer or sole propriety is tested, therefore the postal address on the municipal account cannot be used to claim points for locality. Please ensure that the residential address on the municipal account agrees to the address as recorded in the compulsory documents to be completed and / attachments and / CSD / CIPC, if necessary.

A SCORE OF 0 (ZERO) WILL BE ALLOCATED IF COMPULSORY DOCUMENTS ARE NOT DULY COMPLETED AND SIGNED AND / IF INSUFFICIENT PROOF SUBMITTED AT THE CLOSING TIME AND DATE.

2.18 Contract

The successful bidder will be expected to sign the agreement of this bid document within 7 (seven) days of the date of notification by the Saldanha Bay Municipality that his/her bid has been accepted. **The signing of the relevant sections of this bid document signifies the conclusion of the contract. The Municipality, at its discretion, may request the signing of an additional Service Level Agreement which, together with the signed tender document, will constitute the full agreement between the Municipality and the successful bidder.**

2.19 Language of Contract

The contract documents will be compiled in English and the English versions of all referred documents will be taken as applicable.

2.20 Stamp and Other Duties

The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions.

2.21 Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

2.22 Enquiries

Enquiries in connection with this tender, prior to the tender closure date, regarding the Supply Chain Management related aspects, may be addressed to Rosaire Farmer, Tel: 022 701 6945 or email rosaire.farmer@sbm.gov.za. Enquiries regarding the specifications may be addressed to Henery Damons, Tel: 022 701 7037 or email at henery.damons@sbm.gov.za.

2.23 Submission of Invoices:

Where the value of an intended contract will exceed R 1 000 000.00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Services for VAT purposes in order to be able to issue tax invoices.

The successful bidder(s) to ensure compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991.

In terms of Section 20(4) of the Act, the TAX INVOICE(S) received from registered Vat vendors **MUST** bear the following information:

- The words "TAX INVOICE" in a prominent place;
- Name, address and VAT registration number of the supplier;
- The name and address: Saldanha Bay Municipality, Private Bag X12, Vredenburg, 7380;
- The Saldanha Bay Municipality VAT registration number: 41001113150;
- Unique VAT invoice number and date of issue;
- Accurate description of goods and/or services;
- Quantity or volume of goods or services supplied; and
- Price and VAT amount and percentage (%).

Failure to comply with abovementioned will result in payments not been made timeously.

Also take note that Saldanha Bay Municipality will not be liable for any late payments as a result of invalid Tax Invoice submitted by suppliers

I hereby declare compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991 and that I am duly authorised to sign on behalf of the company

PRINT NAME

SIGNATURE

DATE

PART B: COMPULSORY RETURNABLE DOCUMENTS (SCM RELATED)

3. MBD 1: INVITATION TO TENDER

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SALDANHA BAY MUNICIPALITY					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS OF BUSINESS					
STREET ADDRESS OF BUSINESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN		OR	CSD No	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT [TICK APPLICABLE BOX]	Yes	No	CONTRIBUTOR FACTOR (1 – 10)		
DOCUMENTS REQUIRED AS PRESCRIBED TO CLAIM PREFERENCE POINTS. IF DOCUMENTS ARE NOT PROVIDED AS REQUESTED 0 POINTS WILL BE ALLOCATED.					
ORIGINAL OR ORIGINAL CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A SANAS ACCREDITED AGENCY OR EME OR QSE SWORN AFFIDAVIT OR A CERTIFIED COPY THEREOF					
MUNICIPAL ACCOUNT OR LEASE AGREEMENT IN THE NAME OF THE BUSINESS OR AN AFFIDAVIT FROM THE OWNER OF THE PROPERTY WHERE OF BUSINESS					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	YES OR NO (Provide proof)		ARE YOU A FOREIGN BASED SUPPLIERS FOR THE GOODS / SERVICES / WORKS OFFERED?		YES OR NO (If yes, answer 3)
CRS no	TOTAL BID PRICE (Brought forward)			R	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	Supply Chain Management		DEPARTMENT	Solid Waste	
CONTACT PERSON	Rosaire Farmer		CONTACT PERSON	David Wright	
TELEPHONE NUMBER	022 701 6945		TELEPHONE NUMBER	022 701 6988	
E-MAIL ADDRESS	rosaire.farmer@sbm.gov.za		E-MAIL ADDRESS	david.wright@sbm.gov.za	

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. THIS BID IS SUBJECT TO THE 80/20 PREFERENCE POINT SYSTEM AS CONTAINED IN THE PREFERENTIAL PROCUREMENT POLICY, R8/5-25, OF 29 MAY 2025, WILL BE USED IN THE ADJUDICATION OF THIS TENDER.

2. TAX COMPLIANCE REQUIREMENTS

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

☐ ☐

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

THE MUNICIPALITY RESERVES THE RIGHT TO ACCEPT ALL, SOME, OR NONE OF THE BIDS SUBMITTED EITHER WHOLLY OR IN PART — AND IT IS NOT OBLIGATED TO ACCEPT THE LOWEST BID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

4. MBD 4: DECLARATION OF INTEREST

DECLARATION OF INTEREST													
1.	No bid will be accepted from persons in the service of the state*.												
2.	Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.												
3.	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.												
3.1.	Full Name of bidder or his / her representative:												
3.2.	Identity number:												
3.3.	Position occupied in the Company (director, trustee, shareholder ²)												
3.4.	Company Registration Number:												
3.5.	Tax Reference Number:												
3.6.	VAT Registration Number:												
3.7.	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.												
3.8.	Are you presently in the service of the state*											YES / NO	
3.8.1.	If yes, furnish particulars.												
3.9.	Have you been in the service of the state for the past twelve months?											YES / NO	
3.9.1.	If so, furnish particulars.												
3.10.	Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?											YES / NO	

3.10.1.	If so, state particulars.		
3.11.	Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES / NO	
3.11.1.	If so, state particulars.		
3.12.	Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?	YES / NO	
3.12.1.	If so, state particulars.		
3.13.	Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	YES / NO	
3.13.1.	If so, furnish particulars.		
3.14.	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES / NO	
3.14.1.	If so, furnish particulars.		
4.	Full details of directors / trustees / members / shareholders:		
COMPLETION OF THE FOLLOWING INFORMATION IS <u>COMPULSORY</u>:			
Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number

CERTIFICATION																													
I CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.																													
NAME OF ENTERPRISE																													
CAPACITY																				DATE									
NAME (PRINT)																				SIGNATURE									
¹ MSCM Regulations: "in the service of the state" means to be -																													
a)										a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the National Assembly or the National Council of Provinces;																			
b)										a member of the board of directors of any municipal entity;																			
c)										an official or any Municipality or municipal entity;																			
d)										an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);																			
e)										a member of the accounting authority of any national or provincial entity; or																			
f)										an employee of Parliament or a provincial legislature.																			
² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company.																													

5. MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION

For all procurement expected to exceed R10 million (VAT included), bidders must complete the following questionnaire:			
1.	Are you by law required to prepare annual financial statements for auditing?	YES / NO	
1.1	If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.		
1.2	If no, submit management accounts for the business.		
2.	Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?	YES / NO	
2.1	If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.		
2.2	If yes, provide particulars.		
3.	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES / NO	
3.1	If yes, furnish particulars		
4.	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	YES / NO	
4.1	If yes, furnish particulars		
CERTIFICATION			
I, THE UNDERSIGNED (NAME),			
i) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. ii) I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.			
SIGNATURE		DATE	
POSITION		NAME OF BIDDER	

6. MBD 6.1 (PRERENCE POINTS CLAIM FORM)**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL: 80/20 PREFERENCE POINT SYSTEM**

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL.

1. GENERAL CONDITIONS**1.1 The following preference point system is applicable to invitations to bid:**

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

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

- a) Price; and
- b) Specific Goals (B-BBEE status level contribution and Locality).

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

	POINTS
PRICE	80
SPECIFIC GOALS	20 (10 B-BBEE and 10 Locality)
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

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

1.4.1 B-BBEE

Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.4.2 Locality**1.4.2.1. Where the tenderer is the owner of the property**

The municipal account must be registered in the trading name of owner of the property, for example:

- Partnership (Lead company according to agreement).
- Joint Venture (Lead company according to agreements and where daily operations are done).
- Close Corporation (name of the CC).

- Public Company "Limited or Ltd" (name of the company).
- Private company / Proprietary company / (Pty) Ltd (name of the company).
- Non-Profit Company "NPC" (name of the company).
- State Owned Company "SOC" (name of the SOC).
- In the case of a One-person business / sole proprietor the account must either be in the trading name or in the owner's name.
- In the case of a Private Company (Pty) Ltd. (small businesses) which trades from the residential address of the Director, the municipal account can be in the name of the Director if he/she is the owner of the residential property. This is applicable in cases where the company has only 1 Director. If more than 1 Director, the other directors must also reside at the same address and such proof must be submitted in the form of an Affidavit.

1.4.2.2. Where the tenderer is not the owner of the property

Sole propriety (residential):

- If the municipal account is not registered in the name of the Sole Propriety, a valid Lease Agreement to be submitted.

OR

- If no valid Lease Agreement exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
 - That the sole propriety is conducting business from the said address as indicated in the bid documents.
 - What are the conditions/agreement for conducting business from premises.
 - For example: declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; sole propriety not liable for any rent payments, etc.
 - The ID numbers of both the owner of property and the sole propriety must reflect on the affidavit.
 - NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts"

Note: Affidavits valid for a period of 3 months

Close Corporation, Public Company, Personal Liability Company, (Pty) Limited, Non-Profit Company, State Owned Companies - A valid Lease Agreement must be submitted:

- If a valid Lease Agreement does not exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
 - That the tenderer/supplier is conducting business from the said address as indicated in the bid documents.
 - What are the conditions/agreement for conducting business from premises.
 - For example: declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; Sole supplier not liable for any rent payments, etc.

- The ID numbers of both the owner of property, the Director (Authorised to represent the entity or sign documents on behalf of entity) and/or the supplier company registration number must reflect on the affidavit.
- If the property is in the name of a Trust, an affidavit must be obtained from the Trustee(s).
- NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts"

1.4.2.3. Sub-Leasing vs Apartments (block of buildings) owned by one (1) person / director which also operates more than 1 business from the same premises

- If any Sub Leasing exist, a valid Sub Lease agreement must be submitted.
- In instances where a director owns an apartment (block of buildings) and runs more than one business from it, this block is registered in the name of a trust or one (1) of the business's he owns. When a tenderer submits a bid, is not the one (1) owning the business, the same information as per 9.2.2 above must be submitted.

Note: The residential or business address of the tenderer or sole propriety is tested, therefore the postal address on the municipal account cannot be used to claim points for locality. Please ensure that the residential address on the municipal account agrees to the address as recorded in the compulsory documents to be completed and / attachments and / CSD, CIPC, if necessary.

A SCORE OF 0 (ZERO) WILL BE ALLOCATED IF COMPULSORY DOCUMENTS NOT DULY COMPLETED AND SIGNED AND / IF INSUFFICIENT PROOF SUBMITTED AT THE CLOSING TIME AND DATE.

1.5 The municipality 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 municipality.

2. DEFINITIONS

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"bid"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation;
- (e) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (f) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (g) **"bid for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (h) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

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

$$80/20 \quad P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

4.1 POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

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

$$80/20 \quad P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{max} = Price of highest acceptable bid

5. POINTS AWARDED FOR SPECIFIC GOALS

In terms of the Preferential Procurement policy of Council section 6(2) and 8(2), preference points must be awarded for specific goals stated in the bid. For the purposes of this bid the bidder will be allocated points based on the goals stated in table 1 and 2 below as may be supported by proof/ documentation stated in the conditions of this bid:

5.1 B-BBEE

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non-compliant contributor	0

5.2 LOCALITY

Locality of supplier	Number of Points for Preference (80/20)
Within the boundaries of Saldanha Bay Municipality	10
Within the boundaries of the West Coast District	5
Within the boundaries of the Western Cape	2
Outside the boundaries of the Western Cape or failure to provide proof	0

6. DECLARATION

Bidders who claim points in respect of B-BBEE and Locality must complete the following:

6.1 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

B-BBEE Status Level of Contribution: _____ (maximum of 10 points)

6.2 LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4 AND 5.2

LOCALITY: _____ (maximum of 10 points)

7. DECLARATION WITH REGARD TO COMPANY / FIRM

7.1 Name of company / firm: _____

7.2 Company registration number: _____

7.3 VAT registration number: _____

7.4 Type of company / firm:

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

- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

7.5 MUNICIPAL INFORMATION

Municipality where business is situated: _____

Street address of business:

Registered municipal account number: _____

NOTE: MUNICIPAL INFORMATION PROVIDED MUST BE ALIGNED TO PARAGRAPH 1.4 AND 5.2

- 7.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the 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 from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

7. MBD 8: BIDDER'S PAST PRACTICES**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Tenderer

DECLARATION OF MUNICIPAL ACCOUNTS OF COMPANY AND DIRECTORS

Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
--	---------------------------------	--------------------------------

The Tenderer must affix proof of Municipal Accounts or valid lease agreements of the company as well as Directors and also complete the addresses of Directors below. If the Bidder has more than 11 Directors, a schedule with addresses must also be attached to the tender document.

Company Address:

Director 1 Address:

Mr. / Mrs

Director 2 Address:

Mr. / Mrs

Director 3 Address:

Mr. / Mrs

Director 4 Address:

Mr. / Mrs

Director 5 Address:

Mr. / Mrs

Director 6 Address:

Mr. / Mrs

Director 7 Address:

Mr. / Mrs

Director 8 Address:

Mr. / Mrs

Director 9 Address:

Mr. / Mrs

Director 10 Address:

Mr. / Mrs

Director 11 Address:

Mr. / Mrs

Attach page if space insufficient.

8. MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a) take all reasonable steps to prevent such abuse;
 - b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation;
 - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

11. 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.
12. 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.

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

³ 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.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

9. CENTRAL SUPPLIER DATABASE (CSD)

Paragraph 14(1)(a) of the Municipal Supply Chain Management Policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements. Saldanha Bay Municipality has decided to accept an invitation from Provincial Treasury to join the Western Cape Supplier Database (WCSD) with the view of using one centralized database. However, on 01 July the Municipality will make use of the Centralised Supplier Database. This decision was taken based on the advantages it holds for our suppliers as well as our organization's procurement processes. All prospective providers of municipal goods and/or services are hereby requested to register their business with the CSD.

The usage of the Centralised Supplier Database came into effect on 01 July 2016. REGISTRATION WILL BE COMPULSORY IN ORDER TO CONDUCT BUSINESS WITH SALDANHA BAY MUNICIPALITY. The database will be used to verify the accreditation of a supplier before an award can be made.

All prospective suppliers should be aware of the amended codes of good practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act as issued by the Minister of Trade and Industry (Gazette No.36928) on 11 October 2013.

Enquiries can be made to Mr. A. Plaatjies at 022 701 6866.

CSD registration number (if registered):

PART C: CONDITIONS OF CONTRACT

10. GENERAL CONDITIONS OF CONTRACT (GCC OF 2010)

1. Definitions

1. 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 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "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.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "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.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "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 supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

- 1.11 "Dumping" occurs when a private enterprise abroad market 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.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier'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.
- 1.13 "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.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "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 supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing 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.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "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 supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten 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, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated 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, the purchaser 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 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

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 supplier 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 supplier 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 supplier 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 supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier'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 the purchaser 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 the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) A cashier's or certified cheque.

- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

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 Department or an organization acting on behalf of the Department.
- 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 clauses 8.2 and 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 supplier.
- 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 analyzed 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 supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk.

Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 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. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, 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, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

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 in the SCC.

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (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 supplier of any warranty obligations under this contract; and
 - (e) Training of the purchaser's personnel, at the supplier'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 supplier 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 supplier for similar services.

14. Spare parts

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier 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 supplier 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 supplier 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 supplier, 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 in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment 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 supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid.

Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier 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 supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier'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.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier 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.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling 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 supplier'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 supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier 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 goods 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.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) If the supplier 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 Supplier fails to perform any other obligation(s) under the contract; or
- (c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

- 23.2 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 supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) The name and address of the supplier and / or person restricted by the purchaser;
 - (ii) The date of commencement of the restriction;
 - (iii) The period of restriction; and
 - (iv) The reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters.

When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years.

- 23.7 The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1 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 contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor 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.

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier 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.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent.

In this event, termination will be without compensation to the supplier, 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.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier 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.

27.2 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 supplier 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.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 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 supplier any monies due the supplier.

28. Limitation of liability

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

(a) The supplier 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 supplier to pay penalties and/or damages to the purchaser; and

(b) The aggregate liability of the supplier 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.

29. Governing language

- 29.1 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.

30. Applicable law

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

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier 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.
- 31.2 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.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order.

Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

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

34 Prohibition of Restrictive practices

- 34.1 In terms of section 4 (1) (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).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to 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.
- 34.3 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 bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(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.

11. SPECIAL CONDITIONS OF CONTRACT

1. Bids shall remain valid for 180 days after closing date of tender.
2. Tenderers are requested to quote firm prices effective from 01 July 2026. The pricing shall be fixed for one year thereafter, price increases are to be negotiated at CPI. All bank charges including charges not included in the pricing schedule to be negotiated at CPI.
3. Pricing for all services available to increase every year on 01 July as negotiated at CPI.
4. A list with all tariffs must be provided before date of implementation.
5. Valid tax invoices must be supplied monthly for all bank services rendered.
6. The final bank statement must be available on the date following the date of the bank statement by 08H00. No back dated transactions, for example bank cost, to be included on the bank statements. All transactions, excluding bank cost must be recorded up until 00H00 for a specific date.
7. The municipality requests to have five bank accounts, with one current account being the main account and two subsidiary accounts and two additional accounts in accordance with section 12 of the MFMA. All bank charges for the two section 12 accounts must be billed against the respective section 12 accounts.
8. The preferred bidder must be operational on 01 July 2026.
9. All items in the pricing schedule must be completed in full. Failure to comply with this requirement, will be regarded that the tariff is R0 for those items not completed.
10. In the event of the banking tender being awarded to a new banking institution at the end of the five-year term, being, 30 June 2031, the current accounts to be maintained until instruction for final instruction for closure is given. The transfer of funds to the new banking institution to be effected as and when formal instruction is given. The charges associated with the services to be negotiated at CPI.
11. Certificate of registration as Bank in terms of the Banks Act, No. 94 of 1990 must be attached. Failure to submit documentary proof will result in the tenderer being non-responsive.
12. No subcontracting of banking services, except for the cash-in-transit services.
13. Provide a valid certified copy of your Professional Indemnity cover to the value of R50 million.
14. Provide a valid certified copy of your Fidelity Guarantee cover to the value of R50 million.

12. AUTHORITY TO SIGN BID

TYPE OF ENTERPRISE (Please indicate with an "X" and complete the indicated section below)

Company (Pty) Ltd. & Ltd.	Please complete section 1 below	
Close Corporation (CC)	Please complete section 2 below	
Sole Proprietor	Please complete section 3 below	
Partnership	Please complete section 4 below	
Consortium, Club, Trust, etc.	Please complete section 5 below	
Joint Venture	Please complete section 6 below	

1. COMPANIES - (PTY) LTD. & LTD.

1.1. If a bidder is a **COMPANY ((Pty) Ltd. OR Ltd.)**, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.

1.2. A valid resolution must be signed by:

- 1.2.1. Majority directors; or
- 1.2.2. Chairman of the Board; or
- 1.2.3. Company Secretary

PARTICULARS OF RESOLUTION BY THE BOARD OF DIRECTORS OF THE COMPANY

Date resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated authorised signatory			
Capacity			
Specimen signature			
Full name and surname of ALL director(s)			
Is a copy of the resolution attached?	YES		NO

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. CLOSE CORPORATION (CC)

2.1. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

2.2. A valid resolution must be signed by:

2.2.1. Majority members; or

2.2.2. Member with majority shareholding but only if such shareholding is more than 50%; or

2.2.3. Company Secretary.

PARTICULARS OF RESOLUTION BY THE MEMBERS OF THE CLOSE CORPORATION

Date resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated authorised signatory			
Capacity			
Specimen signature			
Full name and surname of ALL director(s) / member (s)			
Is a copy of the resolution attached?	YES		NO

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

3. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) & NATURAL PERSON

I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

I, _____, the undersigned, hereby confirm that I am submitting this bid in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

4. PARTNERSHIP

We, the undersigned partners in the business trading as

hereby authorize Mr / Ms _____

to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

5. CONSORTIUM / CLUB / TRUST / ETC.

We, the undersigned consortium partners, hereby authorize _____

(Name of entity) to act as lead consortium partner and further authorize

Mr / Ms _____

to sign this offer as well as any contract resulting from this bid and any other documents and correspondence in connection with this bid and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and must be signed by each member:

Full Name of consortium member	Role of consortium member	% Participation	Signature
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

6. JOINT VENTURE

We, the undersigned, are submitting this bid offer in joint venture and hereby authorize Mr / Ms _____ authorized signatory of the Company / Close Corporation / Partnership (name) _____, acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

1. LEAD PARTNER (Whom the Municipality shall hold liable for the purpose of the tender)

Name of firm			
Address			
		Tel. No.	
Signature		Designation	

2. 2nd PARTNER

Name of firm			
Address			
		Tel. No.	
Signature		Designation	

3. 3rd PARTNER

Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

4. 4th PARTNER

Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid.

A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.

13. CONTRACT FORM: PURCHASE OF GOODS/WORKS/SERVICES (MBD7)

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS. NOTE: THIS FORM WILL ONLY BE SIGNED BY THE PURCHASER AFTER AWARD AND APPEAL/S HAVE BEEN DEALT WITH.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works or to render services described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number **SBM 13/25/26** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Technical Specification(s)
 - Preference claims in terms of the Preferential Procurement Policy adopted by Council, R8/5-25 of 29 May 2025;
 - Declaration of interest
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:

PURCHASE OF GOODS/WORKS/SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as
accept your bid under reference number **SBM 13/25/26** dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note (goods or works) or after receipt of an invoice (services).

TO BE COMPLETED: GOODS / WORKS

ITEM NO.	PRICE (VAT INCL)	BRAND	DELIVERY PERIOD	POINTS CLAIMED FOR HDI'S (B-BBEE)	POINTS CLAIMED FOR RDP GOALS (Locality)

OR

TO BE COMPLETED: SERVICES

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	POINTS CLAIMED FOR HDI'S (B-BBEE)	POINTS CLAIMED FOR RDP GOALS (Locality)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

WITNESSES

1.

2.

DATE

PART D: SPECIFICATIONS**14. SPECIFICATIONS****Introduction**

Saldanha Bay Municipality wishes to appoint a Bank to meet the banking needs of its operational activities and other financial services required.

The Tenderer's proposal should effectively and adequately, without ambiguity demonstrate how it is able to provide its services to the Municipality. The proposal should encompass key areas of support and partnering i.e. innovation, high quality, value-add solutions and pro-activity of its service models.

It must be noted that should there be any other requirements or niche services which fall outside of the scope of this tender, the Council reserves the right to procure those services by means of a separate process.

The requirements of the Municipality are that the successful Tenderer is able to provide the following:

- An efficient and cost-effective current account administration service;
- Enhanced business processes for improved efficiencies resulting in related costs;
- Processes and controls to mitigate operational risk and fraud;
- A complete centralised banking service consisting ultimately of 1 main trans-active bank account, two subsidiary accounts and two additional section 12 of the MFMA accounts. One of the subsidiary accounts used for the depositing of municipal account payments and another for the depositing of traffic fines. Every day the closing balances of the subsidiary accounts must be transferred automatically to the main current account;
- The seamless phased-in implementation of the conversion interface with the successful Tenderer;
- The ability to handle large volume transactions;
- The ability to submit information in a format which meets with the systems for bank reconciliation purposes and receipting of deposits;
- Online stop payment facility;
- Online account enquiries;
- Online account verification service;
- The ability to identify direct deposits and other transactions/transfers online;

- The ability to download bank statements in an acceptable and compatible format;
- Bank statements and all supporting documentation to be delivered on a daily basis;
- The ability to pay salaries by way of compatible payroll system directly into the employees' bank accounts via a PC/IT based interface;
- Payment of third-party accounts via electronic media (debit orders, electronic payments, etc.);
- Receiving of payments via electronic media (payments of clients directly into the municipalities bank account via electronic media);
- Full audit trail and updated security system;
- A facility whereby consumers and ratepayers can make payments on their municipal accounts directly to the municipality by way of debit orders;
- Favorable interest rate on credit balances in the current account;
- Interest and bank charges relating to the section 12 of the MFMA accounts to be credited to the individual accounts;
- Interest and bank charges on the subsidiary accounts to be credited to the main bank account;
- On request, providing duplicate deposit slips for direct deposits by clientele into the bank account of the municipality;
- Provision of data in the format compatible to the financial system bank reconciliation per transaction;
- Cash paid at the various cash receipting points of the municipality will be deposited into electronic tellers supplied and installed by the tenderer, situated in various offices within the Saldanha Bay Municipal area;
- Electronic tellers to cater for notes as well as coins;
- Electronic teller must print deposit slip for each drop-off of cash;
- Each electronic teller to cater for more than one cashier reference;
- Cash-in-transit service for the secure transporting of cash to and from the various municipal premises to or from the bank / cash processing center / municipal offices; and
- A system to ensure available petty cash to be implemented through utilization of cash in transit services.

The proposed solutions should be discussed under the following headings in the tender document requested from the Tenderers i.e.

- Transactional Banking Services
- Electronic Banking Services
- Implementation and Training

Pricing to be completed on the template provided and all additional costs that the Tenderer foresees will be incurred by the Municipality are to be included as an Appendix to the tender document.

The municipality currently operates the following 5 bank accounts:

- Main Current Bank Account;
- Debtors Bank Account (CDI account for account payments);
- Traffic Fine Payment Account (for the depositing of traffic fines); and
- Two section 12 of the MFMA Accounts.

SECTION 1: TRANSACTIONAL BANKING SERVICES

1. BANKING REQUIREMENTS

The following are the user requirements in respect of banking facilities for Council.

1.1. INCOME

1.1.1. DEBTORS BANK ACCOUNT / CDI ACCOUNT

- i) The Debtors Bank Account will receive EFT's with a 10-digit Deposit Identifier (DI).
- ii) Every deposit/EFT must bear the 10-digit DI, therefore the Bank's system must meet the Check Digit Validation (CDV) Rule as provided. This DI is the only reference which must appear on the municipality's Bank Account bank statement.
- iii) The tenderer shall liaise with third parties (other banking institutions) regarding queries about transactions reflected in the CDI account.

1.1.2. CASHIER DEPOSITS

- i) Pre-printed deposit books/pads are required on an ad hoc basis to record individual cashiers' deposits.
- ii) Type of pre-printed books/pads:
 - Pre-printed carbonised deposit books (in triplicate).

Council reserves the right to source these deposit books/pads either from the tenderer or another service provider.
- iii) Automated cash acceptance devices that counts, validates and verifies the authenticity of cash to assist with the daily cash up procedures by the cashiers.
 - The devices must be able to record all cash deposits made and print a deposit slip that is acceptable by the Bank.
 - The cash coins and notes must be able to be stored inside the device and can only be removed by the appointed cash-in-transit company that will be appointed by the bank.
- iv) Only the reference must appear on the bank statement when deposits are made.

1.1.3. CASH SECURE, VALUE HOSTING, CASH IN TRANSIT SERVICE AND CASH CENTRES

The municipality requires a device to deposit and store cash securely at the site, receive same day value through Value Hosting, have the CIT Company transport the cash between the site and the cash processing center and have risk transfer in respect of the cash and the device for device banking and excess banking only, to be provided by the Bank on its behalf.

The Municipality appoints the Bank to provide the cash secure, value hosting, cash-in-transit service and cash centers. The Bank will have to enter into an agreement with a service provider if they are not delivering the services directly, however the municipality's agreement is with the Bank and not the subcontractor.

1.1.3.1. SERVICES RELATED TO THE DEVICE

- i) The Bank shall rent the Device to the Municipality.
- ii) The Municipality will choose the specifications and design from the range of Devices offered by the Bank from time to time.

- iii) The Bank may in its sole discretion recommend to the Municipality an appropriate Device for the Municipality, however the Municipality is not obligated to accept such recommendation.
- iv) The Bank shall in consultation with the Municipality identify a Location at the Site to install the Device(s).
- v) Subject to the Municipality's reasonable operational and safety requirements, the Municipality agrees to give the Work Team uninterrupted access to the Site to deliver, install, maintain, repair and/or remove the Device between the hours of 08H00 and 16h30 (Monday to Thursday) and 08H00 and 15H00 (Friday) on business days.
- vi) The Bank shall make reasonable efforts to ensure that the delivery and installation of the Device takes place within a reasonable time after the Location is identified.
- vii) Notwithstanding the provisions of clause v above, the Bank shall not be held liable for any delays relating to the delivery, installation, operation, maintenance or removal of the Device, including due to the lack of availability of power supplies, electrical cables, data lines or any other circumstances beyond its reasonable control.
- viii) The Municipality may not adjust, move or relocate the Device from location or the Site. The Municipality can request the Bank to adjust, move or relocate the Device, which the Bank may do in its discretion and the costs of which will be for the Municipality's account. In the event that the Municipality has moved the Device without consultation with the Bank and the Device has been damaged, the Bank has the right to charge the Municipality all relevant charges associated with such unauthorized move of the Device.
- ix) All renovations to the Site will be at the Municipality's cost. This includes renovations, which may be required in order to accommodate the installation, adjustment, movement or relocation of the Device or after the removal of the Device. All renovations to the Site must be completed before the Work Team installs the Device.
- x) The Bank will ensure that all keys, cards and/or tags to the Device are supplied in a tamper evident bag to the CIT Company. The Device must at all times, be operated by the CIT Company.
- xi) Upon installation of the Device, the Municipality will be required to set the Access Codes. The Access Codes will need to be entered into the Device in private by the Municipality or the Municipality's Personnel in order to open the Device together with the key, card and/or tag which is held and administered by the CIT Company.

- xii) The Municipality and Municipality Personnel are at all times responsible for the safekeeping and proper use of the Access Codes and must take all reasonable steps to prevent any unauthorized disclosure of the Access Codes.
- xiii) In the event that the Access Codes have become known to an unauthorized person or have become compromised in any other way, the Municipality must ensure that it notifies the Bank and obtain a reference number as confirmation that it has logged a call with the Bank advising it that the Access Codes have been compromised.
- xiv) The bank will not be responsible for any loss suffered which is caused by a lack of security measures being taken by the Municipality or the Municipality's Personnel in keeping the Access Codes safe. The Municipality waives (gives up) any claim they may have against the Bank if the Municipality or the Municipality's Personnel has compromised the Access Codes in any way.
- xv) At no time shall the Municipality be in possession of any key, card or tag to the Device.
- xvi) Prices tendered per device, should include rental, installation and removal of the device.
- xvii) Ownership of the Device shall at all times vest in the Bank.

1.1.3.2. LOCATION FOR DEVICES:

- a) FINANCE HOPEFIELD - 38 VOORTREKKER ROAD HOPEFIELD
- b) FINANCE LANGEBAAN - BREE STR 5 LANGEBAAN
- c) FINANCE SALDANHA - 66 SALDANHA ROAD SALDANHA
- d) FINANCE LOUWVILLE - SIXTH STREET 12 LOUWVILLE VREDENBURG
- e) VREDENBURG OFFICE - 17 MAIN STREET VREDENBURG
 - i) The bank is required to appoint a reputable service provider with armed response for the Cash-In-Transit services.
 - ii) The service level agreement must be concluded with the Cash-In-Transit Company and a copy of the agreement must be made available to the municipality.
 - iii) Daily collection of cash at random times between 08:00 and 15:00 are required.
 - iv) This facility shall have a system in place which will validate the DI's as mentioned in 1.1.1. In addition, this system must be able to track the receiving, processing and finalization of a deposit.

- v) Unforeseen pick-ups from areas as indicated above may occur during the contract. The rates are applicable as per pricing schedule above except for the time frames.
- vi) The Tenderer must collect the deposits on the same day of notification, but not later than 15H00.
- vii) The tenderer must collect the deposits at offices with drop safes daily before 10H00.
- viii) The municipality reserves the right to change pick-up times.
- ix) This facility must have video footage of all Council's deposits being counted by the bank tellers. Such video footage must clearly show the municipality's deposit bag number. Recordings of the video footage must be made available to the Council on request and the Council must have the right to take a copy of such recordings away from the cash centre.
- x) Cash shortages / surpluses at the Cash Centre to be communicated immediately to the relevant Council officials. In the event of shortages or surpluses the deposit total must not be adjusted, instead a debit or a credit of the said amount must be passed. These adjustments must carry the DI. The same would apply to forged notes and mutilated coins. The forged notes must be retained by the bank for a period of 14 working days to allow the municipality to view the note(s).
- xi) Council's Bank Deposit and Withdrawal slips are to be returned via the CIT company.
- xii) Petty cash floats to be provided by the Bank and delivered to designated municipal office in sealed money bag on request and in terms of cash specifications produced by the Council.
- xiii) All other Cash Floats to be provided by the Bank in terms of cash specifications produced by the Council. (Money bags to be supplied by the Bank).
- xiv) Cash floats: Pick up and delivery: same day service of within 24 hours.
- xv) Cash collected by the CIT company from the electronic machine (drop boxes) must reflect on the bank statements the same day.

1.1.3.3. PICK UP POINTS ARE AS FOLLOW:

Collection Point	Days of the week	Drop off point
Finance Vredenburg	Monday - Friday	Local Branch / Cash processing center
Finance Louwville	Monday - Friday	Local Branch / Cash processing center
Finance Saldanha	Monday – Friday	Local Branch / Cash processing center
Finance Diazville	Monday - Friday	Finance Office Saldanha
Finance Laingville	Wednesday	Local Branch / Cash processing center
Finance St Helena Bay	Wednesday	Local Branch / Cash processing center
Vehicle License Department Vredenburg	Monday - Friday	Finance office - Vredenburg
Finance Paternoster	Wednesday	Local Branch / Cash processing center
Finance Hopefield	Monday - Friday	Local Branch / Cash processing center
Finance Langebaan	Monday - Friday	Local Branch / Cash processing center
Thusong Centre Langebaan	Tuesday & Friday	Finance office - Langebaan
Thusong Centre Hopefield	Tuesday & Friday	Finance office - Hopefield
Multi-Purpose Centre Saldanha	Tuesday & Friday	Finance office - Saldanha

1.1.4. TRAFFIC FINE BANK ACCOUNT

- i) This account will be used to receive Traffic fine payments.
- ii) Council requires the successful tenderer to accept Council's Traffic fine payments into the traffic fine bank account. Reference numbers are alphanumeric, and the tenderer should cater for various unique numbers.
- iii) The following payment channels for Council's traffic fines must be provided by the service provider:
 - Over the counter (cash, credit and debit card)
 - Website
 - Other
- iv) The service provider must reflect the rand value on the dedicated traffic bank statement, per individual transaction, reference and total.
- v) Upon the tenderer receiving payments including internet payments, the tender shall consolidate same into the Payment Transaction File and transmit it to the Council daily and in the format as prescribed, within 8 hours (after midnight) of the tenderer having received the payment. The specification of the Payment Transaction File will be provided to the successful tenderer.

Note: The Council reserves the right to enter into agreements for traffic fine payments with other providers as well.

1.1.5. UNPAID ITEMS

- i) Must be debited individually on the Bank Statements and bear the same unique identifier reference as the original deposit.

1.1.6. ELECTRONIC PAYMENT SYSTEM

- i) Required for bulk monthly debit order runs.
- ii) Details of unpaid debit orders to be provided monthly within 48 hours from the payment date with a reconciliation of accepted/rejected payments.

1.1.7. LISTED BENEFICIARY

- i) The Council is a bank listed beneficiary at all the major banks. Clients should only be permitted to transact to the councils specified account via the bank's listed beneficiary facility.

- ii) Any attempts by the bank's client to transact directly by means of inserting the municipality's account number should be rejected and the client should be redirected to the bank's listed beneficiary facility.

1.1.8. ACB COLLECTION

- i) The ACB collection of money from our municipal debtors account as per the due date provided by the municipality.
- ii) The debtors account reference must reflect on the ACB file that is bulk uploaded onto the banking system for the collection of funds.
- iii) Unpaid ACB must have the debtors account reference number and the date format on the day that the rejection occurred.
- iv) Proper references must be provided for unpaid indicating the reason for non-collection.
- v) All transactions debited or credited to the main bank account must contain effective referencing for clear identification of amounts placed to the account.
- vi) The same procedure will be required for "Unpaid" items.

1.1.9. POINT OF SALE

- i) The service provider is to supply the Council with both mobile and fixed card-terminal devices, which will operate via the internet.
- ii) The Council currently operates 31 card terminal devices. This number might change during the tenure of the tender.
- iii) The location of these terminals is at the discretion of the Council.
- iv) Each terminal must have a unique merchant number.
- v) The terminals will be the property of the bank and will carry its branding.
- vi) The service provider shall deposit the Council's revenue per merchant number within 24 hours of the date of the transaction.
- vii) All costs related to this service are to be included.
- viii) The Council will provide the paper rolls; the insurance cover for the card terminal devices must be covered by the bank.

1.2. ACCOUNTS

- i) Set-off of credit / debit balances.
- ii) Overdraft or overnight overdraft facility of R5 million on the main current account;
- iii) Access to account balances and able to transact 24 hours a day;
- iv) The Main, CDI and Traffic accounts to be treated as a single account in terms of the balances and interest earned;
- v) The balances of the two subsidiary accounts to be transferred to the main account daily and should be done automatically by latest 23:59 the same day;
- vi) This amount should be transferred in total and not individual transactions;
- vii) No bank charges to be debited to the two subsidiary bank accounts; and
- viii) For verification purposes schedules must be provided of how bank charges were calculated on the subsidiary accounts.
- ix) The tenderer should be able to resolve all queries within 7 to 14 business days.

1.3. CURRENT ACCOUNT SERVICES

- i) The successful Tenderer should provide unique client service addressing the requirements of the Municipality.
- ii) The Tenderer should provide a commitment to offer customised and sustainable banking services in relation to the Municipality's needs through dedicated service managers.
- iii) Turnaround time for cash queries: within 48 hours

1.3.1. PAYMENT SERVICES

The Tenderer should be able to provide the following service:

- i) The processing of electronic payment files.

1.3.2. BENEFICIARY BANK ACCOUNT VERIFICATION SERVICE

- i) The Tenderer is to provide an online account verification service (affirmative or negative per individual data line) of details (Account name, ID number/Company registration number, branch code, and account number).

- ii) This service will provide the necessary validation of beneficiary banking details prior to input into the Municipality's beneficiary address book.
- iii) The Tenderer should have the ability to transmit confirmation requests to the Municipality by Electronic means, e-mail, telephone, fax and at the local branch.

1.3.3. STATEMENTS

- i) The Tenderer is to provide statements on all accounts on a daily basis to the Municipality.
- ii) The Tenderer should have the ability for stamped statements to be electronically delivered via e-mail to designated Municipal officials monthly.
- iii) A final bank statement must be available for import into our financial system by 08H00 the following day.

1.3.4. CHARGES AND FEES

- i) The statements should specifically reflect charges in respect of cash deposit fees alongside each transaction. Other bank charges and fees can appear on separate line items on the statements.
- ii) Tax invoices to be delivered monthly, electronically via e-mail, for all bank charges billed against the primary bank account.

SECTION 2: ELECTRONIC BANKING SOLUTIONS

The Municipality expects the successful Tenderer to understand and identify its needs and to provide innovative solutions.

The requirement is the ability to use real-time systems that provides cash management, payment and receipting solutions. These solutions must have built in efficiencies where there is a clear reduction in costs with regard to the Municipality's administration and accounting functions, improved controls with the results being in a reduction in operational risk and fraud.

1. PAYMENTS MANAGEMENT

1.1. INTRODUCTION

The Tenderer should be able to:

- i) Facilitate the secure and timeous movement of funds; and

- ii) Meet the Municipality's requirements in respect of EFT's for all salaries, creditor and other payments.

The following are imperatives for management of payments:

- i) Timeous and secure processing of all transactions;
- ii) Ability to interface (where required) with payroll and line-of-business applications currently being used;
- iii) PC-based leased line or dial up access;
- iv) Host connection via a dedicated line;
- v) Stringent authorization and security controls;
- vi) Efficient management and reduction of risk processes;
- vii) Enhanced data integrity due to stringent validation controls; and
- viii) Cost efficient processes.

1.2. TRANSACTION AND BALANCES

- i) To provide on-line real-time account balance and transaction enquiries;
- ii) To provide real-time transaction search capabilities;
- iii) To provide transaction history (list of transactions) storage retrieval for up to 180 calendar days; and
- iv) To provide a platform where various authorized users have access to electronic banking services from their individual personal computers whilst maintaining stringent access control.

1.3. ELECTRONIC FUNDS TRANSFER (EFT)

- i) Payments to beneficiaries to be effected in real-time (for same bank payments);
- ii) Payments to beneficiaries at other banks to reflect within 24 hours if effected by 16H00 weekdays and 10H00 on Saturdays; and
- iii) A database of creditor banking details to be available on EFT payment system.

SECTION 3 - IMPLEMENTATION AND TRAINING**1. PROJECT MANAGEMENT**

Dedicated team and Project Manager for:

- i) All-inclusive seamless installation of all solutions;
- ii) Transactional Banking solutions;
- iii) Electronic Banking solutions; and
- iv) Training.

Contractual agreement in the form of a Service Level Agreement between the Municipality and the Bank, such agreement is to be compiled by the Tenderer and submitted to the Municipality for review.

Sufficient time frames for implementation of the different solutions.

Identify training requirements and time frames for the implementation of solutions.

Dedicated implementation team to facilitate smooth transition of banking services to the Municipality.

2. ELECTRONIC BANKING

A dedicated specialist Electronic Banking Manager should attend to the following:

- i) Identify all additional systems interface requirements for electronic statements and electronic fund transfers;
- ii) Identify Cash Management, Payments Management and Internet Banking;
- iii) Liaise with appropriate officials regarding interfaces into the Municipality line of business application and MS Excel applications;
- iv) Identify, in consultation with the Municipality, all access levels, authorities, profiles and limits for officials requiring access to the electronic banking systems;
- v) Attend to the legal documentation and the signing thereof;
- vi) Formalise service level agreements incorporating back up procedures and processes particularly with regards to electronic funds transfers;
- vii) Identify training requirements and arrange the necessary training in consultation with Municipality; and
- viii) Training must be provided at municipal premises

ix) Provide all user manuals.

SPECIAL NOTE:

The successful tenderer must be prepared to negotiate any new developments / services which may become available during the tenure of the contract.

15. PRICING INSTRUCTIONS

1. Tenderers are requested to quote firm prices effective 1 July 2026 the pricing shall be fixed for one year thereafter, all price increases are to be negotiated at CPI.
2. Separate prices shall be quoted, and the method of their calculation, for each of the services identified in Section 4.3 paragraph C, Implementation and training.
3. Any costs applicable to implementation on new banking systems and procedures, including the cost of training the Municipality staff, computer software and hardware etc., should be shown separately from transaction costs.
4. The cost schedule must be completed in full.
5. The numbers and values in this pricing schedule, are estimated for evaluation purposes only and should not be viewed as absolute numbers and values. The municipality reserves the right to maintain transactions amounts below or over the estimates.
6. Pricing increases relating to new banking developments, products or services during the tender period will also be negotiated at CPI.
7. The tendered tariff will be regarded as binding and arithmetical errors will be corrected.

I accept and approve all of the above.

.....

SIGNATURE OF TENDERER

16. PRICE SCHEDULE

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
1	Fees for deposits and deposit related transactions					
1.1	Cash Deposit Fee	Per Rand value	R_____per R100	4 480 transactions	R 56,282,501	
1.2	Electronic payments	Per transaction		164 418 transactions	R3,093,674,286	
1.3	Collection of funds via debit orders signed by Municipality (CPS host to host)	Per transaction		25 000 transactions	R 86,000,000	
1.4	Unpaid debit orders	Per transaction		242 transactions	R 933,000	

TENDER: SBM 13/25/26

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
1.5	Triplicate deposit slips – printing and encoding (50 deposit slips per book)	Per book		210 books		
1.6	Processing of adjustment transactions to correct errors on deposits	Per item		75 items		
2	Merchant services					
2.1	Terminal rental per month: Remote connection	Per machine		32 machines		
2.2	Credit cards % Commission	Percentage	%		R 16,370,331	
2.3	Debit cards % Commission	Percentage	%		R 110,292,170	
3	Fees for payments and payments related transactions					
3.1	Electronic fund transfers (EFT) via the ACB system	Per transaction		8 422 transactions	R3,147,634,932	

TENDER: SBM 13/25/26

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
3.2	Inter bank transfers for investing of municipal funds (=R5 million)	Per transaction		(101 transactions @ R5 000 000)		
3.3	Foreign currency payment facility fee	Per transaction		13 transactions		
3.4	Foreign currency payment facility commission	Percentage	%			
3.5	Third party debit orders	Per transaction		(24 transactions @ R2 000)		
3.6	Stop payment advices: Electronically done	Per transaction		12 transactions		
3.7	Stop payment advices: Done at the Bank	Per transaction		12 transactions		

TENDER: SBM 13/25/26

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
4	Fees for electronic payment of salaries					
4.1	Salary payments: next day pay	Per transaction		18 000 transactions	R 405,042,820	
4.2	Salary payments: same day pay	Per transaction		18 000 transactions	R 405,042,820	
4.3	Recall of electronic payments	Per transaction		5 transactions	R 5,000	
4.4	Increase of payment limit	Per instance		2 times	R 70,000,000	
5	Bank statements					
5.1	Hard copy	Per statement		60 bank statements		

TENDER: SBM 13/25/26

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
5.2	Electronic bank statements	Per statement		60 bank statements		
5.3	Provision of bank statement data in format compatible to financial system (bank reconciliation module)	Per file		1 500 files		
6	Interest on Current bank balance – daily					
6.1	Cash management fee	Monthly Fees		12 months		
6.2	Credit balances: prime rate +/- _____% interest	Percentage	%		R 13,193,459	
6.3	Debit balances: Overdraft facility: prime rate +/- _____% interest	Percentage	%	5 days	R 5,000,000	

TENDER: SBM 13/25/26

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
6.4	Debit balances: Overdraft facility: prime rate +/- _____% interest	Percentage	%	5 days	R 5,000,000	
6.5	Cost of Overdraft Facility	Annually			R 5,000,000	
6.6	Cost of Overnight Overdraft Facility	Annually			R 5,000,000	
7	Cash in Transit services (CIT)					
7.1	Replenish petty cash float (cash withdrawal)	Per Rand value	R_____per R100	104 transactions	R 520,000	
7.2	Petty Cash drop off by CIT	Per working day per week		104 days		
	Pick up Points by CIT					
7.3	Finance Vredenburg	Per working day per week		249 days		

TENDER: SBM 13/25/26

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
7.4	Finance Louwville	Per working day per week		249 days		
7.5	Finance Saldanha	Per working day per week		249 days		
7.6	Finance Diazville	Per working day per week		249 days		
7.7	Finance Laingville	Per working day per week		52 days		
7.8	Finance St Helena Bay	Per working day per week		52 days		
7.9	Finance Langebaan	Per working day per week		249 days		
7.10	Finance Paternoster	Per working day per week		52 days		

TENDER: SBM 13/25/26

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
7.11	Finance Hopefield	Per working day per week		249 days		
7.13	Vehicle License Department Vredenburg	Per working day per week		249 days		
7.14	Autosave (electronic machine)	Initial installation 5 devices (Once-off)		5 devices (±3 000 notes per day)		
	Monthly device rental Fee (All inclusive: connectivity, maintenance, risk transfer, Removal cost, training of staff and consumables)					
7.15	Finance Hopefield	Autosave rental per month		12 months		
7.16	Finance Langebaan	Autosave rental per month		12 months		
7.17	Finance Saldanha	Autosave rental per month		12 months		

TENDER: SBM 13/25/26

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
7.18	Vredenburg Office	Autosave rental per month		12 months		
7.19	Louwville Office	Autosave rental per month		12 months		
8	ACB Transactions					
8.1	Queries on transactions: 0-30 days	Per account copy		10		
8.2	Queries on transactions: >30 days	Per account copy		10		
9	Deposit Identification					
9.1	Duplicate deposit slips of payments made directly into the bank account of the municipality (Branch / ATM / EFT)	Per transaction		100	R 125,822	

TENDER: SBM 13/25/26

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
10	Ad-hoc transactions					
10.1	Own account transfers: electronically set up to automatically transfer balances. (Sweep)	Per transaction		630 transactions		
10.2	Monthly service fee (This should include: Automated data transfer service for high volume online banking usage)	Per transaction		12 transactions		
10.3	Transfer between bank accounts	Per transaction		12 transactions		
10.4	Setup of new user of electronic banking services	Per official		24 officials		

TENDER: SBM 13/25/26

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
10.5	Reset of the login key of electronic banking operators	Per reset		12 times		
10.6	Reset of password of electronic banking operators	Per reset		12 times		
10.7	The exchange of notes for small change	Per transaction		672 transactions	R 10,000	
10.8	Small change slips	Per transaction		672 transactions	R 10,000	
10.9	Account Verification Service	Per transaction		5 000 transactions		
10.10	Money bags	Per bag		3600 bags		
10.11	Auditors certificate per bank account	Per account		5 certificates		

TENDER: SBM 13/25/26

Nr.	Description	Basis of charge (per transaction / percentage / per R-value)	Tariff / percentage (%) per transaction excluding VAT	Number of transactions per annum (estimated)	Value of transactions per annum (estimated)	Cost per annum excluding VAT
10.12	Certificate of balance	Per account		5 certificates		
					Total cost excl. VAT	
					VAT @ 15%	
					Total cost incl. VAT	

PART E: OTHER

17. PRICE ADJUSTMENTS

Bids shall remain valid and binding for a minimum of 180 days after the tender closure date and the validity extend automatically till the contract is signed if validity goes beyond the number of days indicated. The reason for this is to ensure that the tender is valid till appeals were considered, if received.

I accept and approve all of the above.

.....

SIGNATURE OF TENDERER

Failure to accept the automatic extension will render the bid non-responsive. Any bidder may at any time withdraw their bid in writing in which case the bid will not be further considered.

18. **OMISSIONS, ALTERATIONS AND ADDITIONS**

19. SCHEDULE OF VARIATIONS FROM SPECIAL CONDITIONS OF CONTRACT

1. Bidders may provide a 2.5% discount for payment made within 30 days of receipt of invoice. Bidder should note that this discount is optional and has no influence on the evaluation or adjudication of bids.
2. Please complete the following should your company BE WILLING TO PROVIDE the 2.5% deduction for payment within 30 days as per clause 1 above:

YES, my company IS WILLING TO HAVE THE 2.5% taken off of payment made within 30 days.

Tenderer's signature _____ for acceptance of the 2.5% discount.

(Only if tenderer wishes to provide the 2.5% discount)

APPENDIX 1

PROOF OF PREVIOUS EXPERIENCE

APPENDIX 2

COMPANY REGISTRATION & SHAREHOLDING

APPENDIX 3
AUTHORITY OF SIGNATORY

APPENDIX 4

ATTENDANCE OF COMPULSORY CLARIFICATION MEETING

APPENDIX 5

VALID TAX CLEARANCE CERTIFICATE

APPENDIX 6
RECORD OF ADDENDA

APPENDIX 7

MUNICIPAL INFORMATION

APPENDIX 8
B-BBEE STATUS LEVEL