



**APPOINTMENT OF A BANKING INSTITUTION  
FOR THE PROVISION OF COMPREHENSIVE  
BANKING SERVICES TO THE CITY OF  
MBOMBELA FOR A PERIOD OF FIVE (5)  
YEARS**

**BID NO: COM81/2026**

**CLOSING DATE 11 SEPTEMBER 2026 AT 11:00**

.....  
**BANK NAME**

---



<b>Index</b>	<b>Page</b>
Invitation to Bid	1 – 6
Special conditions	7
Notes for special conditions	11
Terms of reference & pricing schedule	20
Pricing schedule – firm prices (purchases)	39
Declarations of interest, MBD 4	40
Declaration of procurement above R10 million, MBD 5	43
Preferential points	45
Contract form, MBD 7	50
Declaration of Bidder's past Supply Chain Management Practices, MBD 8	52
Certificate of Independent bid determination, MBD 9	54
Authority to sign a bid	58

Certificate of authority for joint ventures	60
Preferential Point System	61

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF MBOMBELA</b>					
BID NUMBER:	COM81/2026	CLOSING DATE:	11 SEPTEMBER 2026	CLOSING TIME:	11:00
DESCRIPTION	<b>APPOINTMENT OF A BANKING INSTITUTION FOR THE PROVISION OF COMPREHENSIVE BANKING SERVICES TO THE CITY OF MBOMBELA FOR A PERIOD OF FIVE (5) YEARS</b>				

**BID RESPONSE DOCUMENTS MUST BE SUBMITTED IN THE TENDER BOX LOCATED @ NO: 1 NEL STREET; MBOMBELA; 1200; MBOMBELA CIVIC CENTRE NEXT TO THE MAIN ENTRANCE.**

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

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

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

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	FINANCIAL SERVICES	DEPARTMENT	FINANCIAL SERVICES
CONTACT PERSON	Christopher Nkambule	CONTACT PERSON	Sabelo Dlamini
TELEPHONE NUMBER	013 759 2358	TELEPHONE NUMBER	013 759 2013
EMAIL ADDRESS	<a href="mailto:christopher.nkambule@mbombela.gov.za">christopher.nkambule@mbombela.gov.za</a>	EMAIL ADDRESS	<a href="mailto:Sabelo.Dlamini@mbombela.gov.za">Sabelo.Dlamini@mbombela.gov.za</a>

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

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

SIGNATURE OF BIDDER: .....

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

DATE: .....



**BID NUMBER: COM81/2026**  
**CLOSING DATE: 11 SEPTEMBER 2026 @ 11:00**

**APPOINTMENT OF A BANKING INSTITUTION FOR THE PROVISION OF  
COMPREHENSIVE BANKING SERVICES TO THE CITY OF MBOMBELA  
FOR A PERIOD OF FIVE (5) YEARS**

The City of Mbombela hereby invites bids from eligible and registered banking institutions for the provision of banking services. The successful bidder will be appointed for a contract period of five (5) years from the date of contract commencement.

In accordance with the provisions of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003), as amended, only banking institutions duly registered and licensed in the Republic of South Africa in terms of the Banks Act, 1990 (Act No. 94 of 1990), and compliant with the National Credit Act, 2005 (Act No. 34 of 2005), shall be eligible to submit bids.

Bidders must further demonstrate the availability of an established local branch and/or agency network, supported by the requisite infrastructure, systems, and facilities necessary to effectively meet the banking, transactional, and service delivery requirements of the City of Mbombela and its stakeholders.

It is mandatory for prospective bidders to obtain the bid document by downloading it from the e-Tender Publication Portal and the City of Mbombela's official website. The bid document will be available free of charge from 10 July 2026 and may be accessed only via the following platforms:

- e-Tender Publication Portal: [www.etenders.gov.za](http://www.etenders.gov.za)
- City of Mbombela Website: [www.mbombela.gov.za](http://www.mbombela.gov.za)

Duly completed bid documents and supporting documents which are, COPY OF TAX COMPLIANCE STATUS, CERTIFIED COPY OF B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE, CURRENT MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RES FROM A TRIBAL AUTHORITY OR LEASE AGREEMENT ACCOMPANIED BY THE LESSOR'S UP-TO-DATE MUNICIPAL RATES AND TAXES STATEMENTS FOR BOTH THE BUSINESS AND ACTIVE DIRECTORS INCLUDING JV/CONSORTIUM MEMBERS, CSD REGISTRATION FULL REPORT (Summary Report will not be considered) and a copy of the COMPANY REGISTRATION CERTIFICATE, together with the bid document must be sealed in an envelope clearly marked: "BID NUMBER, FULL PROJECT DESCRIPTION AND CLOSING DATE" with the name of the bidder shall be placed in the bid box at MBOMBELA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

Bids submitted by telegram, facsimile (fax), or electronic mail (e-mail) will not be accepted. The City reserves the right to reject any bid received after the stipulated closing date and time. Late submissions will not be considered under any circumstances.

The City of Mbombela is not bound to accept the lowest-priced bid and reserves the right to accept the bid that, in its sole discretion, is considered to offer the best overall value, taking into account functionality, quality, risk, cost-effectiveness, and the City's operational requirements.

No compulsory briefing session will be held for this tender. Any technical enquiries relating to the tender may be directed to the designated Project Manager using the contact details provided below.

Bidders are cautioned against engaging in any fraudulent, corrupt, or unethical practices, including the submission of falsified, forged, or misleading information and documents. Any bidder found to have committed such acts may be reported to the South African Police Service (SAPS) and may be subjected to restrictions from conducting business with any organ of state for a period not exceeding ten (10) years, in accordance with Sections 28 and 29 of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004), and other applicable legislation.

This bid will be evaluated and adjudicated in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) (PPPFA), the Preferential Procurement Regulations, 2022, and the City of Mbombela's Preferential Procurement Policy. The 80/20 preference point system shall apply, whereby a maximum of 80 points will be allocated for price and a maximum of 20 points will be allocated for specific goals as stipulated in the bid document.

All technical enquiries relating to this tender must be submitted in writing to:

Technical Enquiries:

Sabelo Dlamini

Email: [sabelo.dlamini@mbombela.gov.za](mailto:sabelo.dlamini@mbombela.gov.za)

Supply Chain Management (Procurement) Enquiries:

Christopher Nkambule

Email: [christopher.nkambule@mbombela.gov.za](mailto:christopher.nkambule@mbombela.gov.za)

Tel: (013) 759 2358

Employer:

City of Mbombela

City Manager – Wiseman J Khumalo

P.O. Box 45

Mbombela

1200

For additional information, please visit the City of Mbombela website:

[www.mbombela.gov.za](http://www.mbombela.gov.za).

*The outcome of this tender process will be published on the City of Mbombela's official website in accordance with Section 75(1)(g) of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003), and Regulation 23(c) of the Municipal Supply Chain Management Regulations.*

## **SPECIAL CONDITIONS OF THE BID**

### **1. SUBMISSION OF TENDERS**

The tender must be completed on the attached tender form, which shall not be detached from this document. The completed submission must be fully priced, extended, and totalled, completed in all respects, and duly signed. It shall be sealed in an envelope and submitted in accordance with the instructions provided in the Invitation to Tender.

Tender submissions must be submitted in duplicate, comprising one (1) original hard copy and one (1) complete duplicate copy, and must be received on or before the stipulated closing date and time. Any tender received after the specified closing date and time shall be deemed late and will not be accepted or considered for evaluation.

The tender submitted shall remain valid and binding for the full duration of the contract period. The bidder undertakes not to withdraw, amend, or vary any terms, conditions, rates, or other particulars of the tender during this period without the prior written consent of the City of Mbombela.

Proof of posting will not be accepted as proof of delivery to the designated tender receipt location.

Tenders will be opened in public immediately after the advertised closing date and time.

All information submitted by prospective bidders will be used solely for tender evaluation purposes and will be handled in accordance with the Protection of Personal Information Act (POPIA).

### **2. TENDER DEPOSIT**

Tender documents may be downloaded free of charge from the following platforms: the City of Mbombela website at [www.mbombela.gov.za](http://www.mbombela.gov.za) under the Tenders and Notices section, as well as the National e-Tender Portal at [www.etenders.gov.za](http://www.etenders.gov.za)

### **3. ADJUDICATION OF TENDER**

The City of Mbombela shall not be obliged to accept the lowest or any tender submitted and reserves the right to cancel the tender process at any stage should it be deemed necessary.

The tender shall be adjudicated by the City of Mbombela in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, read together with the Preferential Procurement Regulations, 2022, the City's Preferential Procurement Policy, and the conditions of bid contained in the bid document. Evaluation will be conducted on the basis of an 80/20 preference point system, where 80 points will be allocated for price and 20 points for specific goals.

Prospective service providers shall not make any alterations or additions to the bid document, except where such amendments are in accordance with written instructions issued by the Employer. The bid document must be completed in non-erasable black ink. All corrections must be initialled and dated by the authorised signatory. The use of correction fluid, masking fluid, pencil, erasable ink, or any form of alteration is strictly prohibited, and non-compliance will render the bid non-responsive.

A bid that does not comply with the mandatory requirements set out in the bid document shall be regarded as non-responsive and will be rejected. Where a bid is not properly signed by a person duly authorised to do so, in accordance with the “Authority for Signatory” requirements, it will be rejected. This requirement shall not apply to sole proprietors or entities with a single director/member.

A bid shall be rejected where any municipal rates and taxes or municipal service charges owed by the bidder (including its business entity or directors) to any municipality or municipal entity are in arrears for more than three (3) months. Failure to submit valid and up-to-date proof of municipal rates and taxes will also render the bid non-responsive.

Bids shall further be rejected if the bidder or any of its directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004, as a person prohibited from conducting business with the public sector. Bids will also be rejected where the bidder has abused the City of Mbombela’s Supply Chain Management System or any other state institution’s SCM processes.

The MBD 1 form shall be regarded as the Form of Offer and must be fully completed and duly signed by the authorised signatory; failure to do so will render the bid non-responsive.

#### **4. COMPLETION OF TENDER DOCUMENTS**

Tenders shall only be considered if this tender document is fully and correctly completed, with all required information inserted in black ink and duly signed.

##### **4.1. Compulsory documentation to be submitted**

The following compulsory documents must be attached to ensure that the bid is considered:

- A valid Tax Compliance Status (TCS) Pin.
- Proof of company registration.
- Certified copies of the Business Director(s)’ identity documents.
- A full Central Supplier Database (CSD) registration report not older than 30 days from the closing date. Summary reports will not be accepted.
- Most recent audited financial statements for the three (3) consecutive financial years.
- Management organogram
  
- Financial services charter
  - a) Financial Services /sector charter scorecard
  - b) Department Labour Report
  
- Registration with SETA
  - a) BANKSETA: Workplace skills plan
  
- Registration with PASA
  - a) PASA member confirmation
  
- Registration with SARB
  - a) SARB certificate of registration as a bank
  - b) SARB annual business licence – bank

- Registration with FSB /FAIS
  - a) FSB -Licensed Financial Service Provider
  - b) FAIS Licence

#### 4.2. Municipal rates and taxes requirements

- The bidder must submit a valid and current municipal rates and taxes statement from the relevant local authority, or proof of residence from a recognised tribal authority (where applicable), or a valid lease agreement accompanied by the lessor's up-to-date municipal rates and taxes statement for the business premises.
- Bidders must ensure that the physical address details reflected on the Central Supplier Database (CSD) correspond with those on the company registration certificate.
- The Municipality reserves the right to verify municipal rates and taxes information linked to both CSD and company registration details.
- It remains the responsibility of bidders to ensure that municipal accounts are fully compliant and not in arrears.

#### 4.3. Director(s) municipal compliance

- The bidder must submit valid and current municipal rates and taxes statements for all director(s), including consortium or joint venture partners or proof of residence from a recognised tribal authority (where applicable), or lease agreements accompanied by up-to-date municipal rates and taxes statements.
- The Municipality may verify, using directors' identity numbers, whether any municipal rates and taxes are outstanding.
- It is the responsibility of bidders to ensure that all directors are fully compliant with municipal rates and taxes obligations.

#### 4.4. General note

- For all key personnel whose CV is submitted, certified copies of qualifications and certified copies of identity documents must be submitted with the bid (if applicable).
- Certified copies must not be older than three (3) months to be considered valid.
- Copies of certified copies will not be accepted; only certified copies of original documents will be recognised.
- Failure to comply with the above requirements will result in immediate disqualification.

### **5. TAXES AND DUTIES PAYABLE**

Bidders shall include in their tender prices all applicable taxes, duties, and levies. No claims for additional payment in respect thereof will be entertained.

All prices and rates quoted shall be inclusive of Value-Added Tax (VAT). VAT shall be reflected as a separate lump sum in the tender summary, and the total amount inclusive of VAT shall be carried forward to the Form of Tender.

### **6. WITHDRAWAL OF TENDER**

In the event that the successful bidder fails to perform the services in accordance with the terms of this tender, the City shall be entitled to terminate the contract summarily. In such circumstances, the bidder shall be liable for any additional costs incurred by the Municipality as a result of re-advertising the tender or awarding the contract to a less favourable bidder.

### **7. NOTICE OF BIDDERS**

Should any amendments, additions, or alterations to the tender documents be deemed necessary prior to the closing date for the submission of tenders, such amendments shall be communicated to bidders through Notices to Bidders, which shall form an integral part of the tender documents.

Where applicable, bidders shall complete, sign, and date the Notices to Bidders and submit them together with their tender submissions.

## **8. PERIOD OF VALIDITY OF TENDERS**

The tender shall remain valid for a period of thirty (30) days from the closing date for the submission of tenders, as specified in the Tender Form.

## **9. BID PRICE**

All prices quoted shall be inclusive of the delivery of the required services as specified in the bid specifications, Value-Added Tax (VAT) where applicable, and all disbursements and associated costs.

All prices must be quoted in South African Rand (ZAR) and shall be deemed firm and fixed for the duration of the contract, unless otherwise stated in the bid documents.

## **10. CESSION OF ASSIGNMENT**

Neither the Council nor the successful bidder shall cede, assign, transfer, or otherwise dispose of any rights, obligations, benefits, interests, or any part of the contract to a third party without the prior written consent of the Council.

Any cession or assignment shall only be permitted where it is made in favour of a duly registered financial institution and subject to the prior written approval of the Council.

## **11. DELIVERABLES**

The successful bidder will be required to render services in accordance with the contractual terms and conditions stipulated by the City of Mbombela and shall be required to enter into a Service Level Agreement (SLA) with the City.

Bidders are required to submit a draft Service Level Agreement for consideration, which should, as a minimum, address the following aspects:

- Description of services, service standards, and turnaround times;
- Query resolution procedures and escalation mechanisms;
- Proposed penalty or service credit arrangements for non-performance;
- Warranties and guarantees;
- Intellectual property rights;
- Safety and security requirements;
- Customer service monitoring and performance measurement processes; and
- Review mechanisms, including periodic SLA assessments, updates, and governance arrangements;
- Applicable conditions of service.

**NOTES / CHECKLIST FOR RETURNABLE DOCUMENTS STIPULATED UNDER SPECIAL CONDITIONS OF TENDER DOCUMENTS AS MANDATORY REQUIREMENTS. THIS DOCUMENT SHALL BE APPLICABLE TO ALL TENDER DOCUMENTS OF THE CITY.**

**Preamble**

The objective of this checklist is aimed at ensuring that interpretation and application of the special conditions and other mandatory requirements at Bid Evaluation Committee (BEC) & Bid Adjudication Committee (BAC) are aligned as envisaged by the Bid Specification Committee (BSC). This will enhance consistency and uniformity in the entire bid committee system whilst promoting “user friendly” principles by simplifying tender requirements to all interested prospective bidders.

ITEM NO:	DESCRIPTION / RETURNABLE DOCUMENTS	NOTES	FOR OFFICE USE ONLY	
			CHECKLIST	YES or NO or N/A
1.	Company Registration Certificate	<p>a) It's a certificate issued by the Companies and Intellectual Property Commission in line with section 14 of the Companies Act 78 of 2008</p> <p>b) A Certificate issued by CIPRO in line with section 2 of the Close Corporation Act 69 of 1984</p> <p>NB: The registration of Close Corporations (CCs) was replaced by introduction of the New Companies Act which came to effect in April 2011. CCs to be recognized as valid registration certificate will be up to 2010.</p>	Has the bidders attached a valid company registration document in line with the applicable legislation?	YES
2.	Company Profile	<p>a) A Company Profile is a professional introduction of your Business that aims to inform Clients about its purpose, vision, trustworthiness, products and services, and experience of your Company. It is basically a “CV for your Business/Company”</p>	Has the bidder attached a company profile and its experience is relevant to add value on this project?	YES



<p>4.</p>	<p>Central Supplier Database (CSD) Full report, (Summary report will <b>NOT</b> be acceptable).  <b>N/B CSD Report date should not be more than 30 days before Bid closing date.</b></p>	<p>a) The City requires that all prospective bidders should be registered on CSD. This is aimed at verification of email addresses, phone numbers, banking details, company registration numbers, tax status with SARS, state employees, etc.</p>	<p>Has the bidder attached a full CSD report, are tax matters in good order, are the directors not in the employment of any state and the CSD report is not older than 30 days from the closing date?</p>	<p>YES</p>
<p>5.</p>	<p>Tax Compliant Status (TCS)</p>	<p>a) Prospective bidders are required to attach a valid TCS together with the tender document.</p>	<p>Has the bidder attached a valid (not expired) TCS?  The designated official should verify the bidder's tax compliance status prior to finalization of the award of a bid or prize quotation. Where the recommended bidder is not tax compliant, the bidders should be notified of their non-compliant status and the bidder must be requested to submit to the City within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made arrangements to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder to</p>	<p>YES</p>

			the City must be verified via the CSD report or e-Filing. The City should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the timeframe stated above <b>(See MFMA Circular No: 90)</b> .	
6.	Certified copy of B-BBEE Certificate / affidavit for B-BBEE status level of contributor <b>(to claim points only)</b> .	<p>a) EMEs in terms of the B-BBEE Act 53 of 2002 JUNE submit a sworn affidavit confirming annual total revenue and level of black ownership or Certified Copy of B-BBEE Certificate.</p> <p>b) Bidders other than EMEs and QSEs <b>MUST</b> submit their certified copies of valid B-BBEE status level verification certificate, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA or a verification agency accredited by SANAS.</p> <p>c) A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p> <p>NB: There is NO consolidated affidavit for B-BBEE status level of contributor. Only consolidated B-BBEE certificate will be considered for JVs / Consortium &amp; large companies</p>	<p>Is the copy B-BBEE Certificate valid?</p> <p>Is the sworn affidavit for EME / QSE in line with the threshold for EME and EME and valid?</p> <p>If the tendering entity is a JV / Consortium / Large company, has the bidder attached a certified copy of a valid and consolidated B-BBEE certificate in order to claim points as prescribed by the MSCM Regulations?</p> <p>Is the copy of B-BEE certificate certified by the Commissioner of Oaths reflects as prescribe on the regulations of the Act?</p> <p>Is the affidavit for B-BBEE</p>	YES

		that are making an annual turnover in excess of R50 million including value added tax (VAT). <i>This is not a disqualifying factor, non-adherence will lead to no allocation of B-BBEE points.</i>	stamped and signed by commissioner of oaths?  I.e. full names and signature, force/practice number, designation / rank, date and address.  Is the certification date not older than 3 months and original ink is clear on the document to confirm if it is originally certified?	
7.	Formal agreement must be attached in case of a joint venture (JV) or consortium.	a) The JV/consortium must amongst others, reflect clear profit and losses sharing percentages. It is compulsory that the lead partner must have at least 51% majority shares in the JV/consortium.	If the tendering entity / bidder is a JV/Consortium, has the bidder attached a detailed JV/Consortium agreement with all critical information?	YES
8.	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required returnable documents.	a) This will not be applicable to functionality and B-BBEE requirements.	If the tendering entity / bidder is a JV/Consortium, have the parties involved attached all individual required documents as per special condition of bid?	YES
9.	Latest municipal rates and taxes certificates from relevant local authority for the business and all business directors  OR	a) If the business is operated and its director(s) are residing within a municipal area, bidders are expected to attach latest municipal rate and taxes certificates for the business and ALL its directors.  b) If the business is operated and its director(s) are residing within a tribal authority. Bidders are	Has the bidder attached latest municipal rates and taxes from relevant local authority for the company / business and all company directors / owners?	YES

	<p>Proof of resident from tribal authority for the business and all business directors</p> <p style="text-align: center;">OR</p> <p>Lease agreement with the Lessor's latest municipal rates and taxes certificates from relevant local authority.</p> <p>NB: All accounts owing any municipality for more than 90 days will be disqualified as prescribed on the MSCM Regulations.</p>	<p>expected to attach proof of resident for the business and ALL its directors.</p> <p>c) If the business directors are leasing a facility for residential purposes, they are required to attach individual lease agreement with lessor's latest municipal rates and taxes for a facility is within a Municipal boundary and if the business is renting office / business facility, the bidders are required to attach lease agreement for the business with lessor's latest municipal rates and taxes for a facility within a municipal boundary. If the facility leased is in a rural area, lease agreement will be accompanied with the lessor's proof of residential from a tribal authority.</p> <p>NB: <i>Domicilium citandi at executandi</i>: Domicilium citandi et executandi is a Latin legal term meaning the address nominated by a bidder in a legal contract where legal notices may be sent.</p> <p>Bidders are encouraged to update their addresses when they relocate their businesses and the preferred address on the CSD should be in line with the address on the Company Registration Document. It is the responsibility of the bidder to ensure that all physical addresses reflected either on the company registration document and CSD are not owing any municipal rates and taxes for more than three months including the Lessor's municipal account in case of lease. The rationale behind this requirement is the enhance revenue in RSA municipalities as enshrined on the Municipal Systems Act 32, 2000. Failure to attach is an immediate disqualification. Alignment of business address must be in line with the special conditions of the bid.</p>	<p>In case of lease, has the bidders attached lease agreements and lessor's proof of res from a tribal authority or latest municipal rates and taxes certificate?</p> <p>Is the account not in areas for more than 90 days (3 months)?</p>	
--	---	---	--	--

<p><b>10.</b></p>	<p><b><u>Forging of documents/certificates</u></b></p> <p>The City has noted that prospective bidders are allegedly submitting fraudulent and forged documents when bidding for tenders.</p> <p>Bidders are advised not to commit fraudulent activities and forge documents. The City will ensure that this Act is adhered to by reporting all abusers of the SCM system to SAPS and enlist them on the Register of Tender Defaulters as prescribed on section 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.</p> <p>Abusers of the SCM system, amongst other penalties, may be restricted to do business with any Public Institutions for a period NOT exceeding 10 years (<b>see section 28 of this Act</b>).</p>	<p>Section 34(1)(b) of the Prevention and Combating of Corrupt Activities Act 12 of 2004, stipulates that: <i>“any person who holds a position of authority and who knows or ought reasonably to have known or suspected that any other person has committed the offence of theft, fraud, extortion, <b>forgery</b> or uttering a forged document involving an amount of R100 000 or more, must report such knowledge or suspicion or cause such knowledge or suspicion to be reported to any police official”.</i></p> <p>Section 34(2) of the same Act stipulates that: <i>“subject to the provision of section 37(2), any person who fails to comply with subsection (1), is guilty of an offence”.</i></p>	<p>Are there any suspicious / alleged fraudulent or forged documents?</p> <p>If yes, has the matter been reported to the nearest SAPS following correct institutional protocol?</p> <p>Has the matter been registered with the Registrar to enable due processes and per the Act?</p> <p>NB: The minutes of the BEC / BAC should detail all the elements of alleged fraud and forged documents.</p>	<p>YES</p>
<p><b>11.</b></p>	<p>Copy of Public Liability insurance. Only insurance covers from registered and authorized financial service providers will be accepted.</p>	<p>a) Public liability insurance may vary from one project to another on the basis of the level of risk and complexity of the project. Minimum cover to be determined by the BSC prior consultation with the project manager if deemed necessary.</p>	<p>If applicable, is the bidder compliant with the minimum cover stipulated in the bid document? Is the public liability insurance from a registered financial institution?</p>	<p>N/A</p>
<p><b>12.</b></p>	<p>Recent audited / independently reviewed financial statements for three consecutive years.</p>	<p>a) Applicable to private companies that are not managed by its owners, if:</p>	<p>Has the bidder furnished MBD 5 as mandatory for all projects estimated to be in</p>	<p>YES</p>

	NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.	<ul style="list-style-type: none"> <li>- It compiles its financial statement internally and its public interest score is less than 100.</li> <li>- It has its financial statements compiled independently and its public interest score is between 100 and 349.</li> <li>- the public interest score is 350 points or more, is required for an audit to be conducted.</li> </ul>	excess of R10 million? Has the bidder attached the relevant AFS as required by law and is it aligned with his/her declaration on MBD 5? False / mismatched / inconsistent declaration may lead to immediate disqualification.	
<b>13.</b>	Recent annual financial statement (AFS) for three consecutive years (unaudited AFS). NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.	<ul style="list-style-type: none"> <li>a) Applicable to private companies with a public interest score of less than 100.</li> <li>b) If, with respect to a particular company, every person who is a holder of, or has a beneficial interest in, any securities issued by that company is also a director of the company, that company is exempt from the requirements in this section to have its annual financial statements audited or independently reviewed.</li> </ul> <p>NB: An independent review will suffice if the company has opted to have its financial statement audited or is required by its Memorandum of Incorporation (MOI) to do so.</p>	Has the bidders furnished MBD 5 as mandatory? Has the bidder attached the relevant AFS as required by law in line with his/her declaration on MBD 5?	YES
<b>14.</b>	Functionality / Quality for evaluation of complex projects	<ul style="list-style-type: none"> <li>a) Functionality test refers to evaluation of bidders on various aspects of the contract to establish if the bidders has the capabilities to execute the contract or not. The various aspect may include but not limited to: track record and experience on similar projects, human resource and their individual experience, financial capabilities, relevant technology, etc.</li> </ul>	Has the bidder met the minimum threshold on functionality in order to qualify for further evaluation on price and B-BBEE? Has the bidders been scored in line with the evaluation criteria set on the tender document? All portfolio of evidence attached and certified as stated on the bid	N/A

		NB: Functionality will not be compulsory for all projects but for complex projects. Functionality criteria will vary from one project to another.	document?	
<b>15.</b>	The Compensation for Occupation Injuries and Diseases Act 130 of 1993 (COIDA)	a) The COIDA provides for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases, hence bidders are expected to attach COIDA certificates in line with their specialize area aligned to the type/nature of business.	If applicable, is the COIDA certification / letter of good standing attached, valid and reflects the nature of work in line with the scope of works?	N/A

## TERMS OF REFERENCE

### APPOINTMENT OF A BANKING INSTITUTION FOR THE PROVISION OF COMPREHENSIVE BANKING SERVICES TO THE CITY OF MBOMBELA FOR A PERIOD OF FIVE (5) YEARS

#### 1. DEFINITIONS

Unless otherwise indicated the following words shall bear the following meanings:

- 1.1 The “Mbombela Municipality or Municipality” shall mean the City of Mbombela.
- 1.2 The “tender or bid” shall mean a tender or bid for the provision of banking services for the stated period including related services such as short-term overdraft facilities for the City of Mbombela at agreed fees, interest rates, terms and conditions.
- 1.3 The “tenderer or bidder” shall mean any duly registered bank in terms of the South African Bank Act as well as National Credit Act, as amended, to provide the banking services to the City of Mbombela.
- 1.4 The “contract period” shall commence after signing of the Contract and will be subjected to performance and cost reviews.
- 1.5 “Banking products and services” shall include all general and commercial banking services and products such as bank accounts, cheque, electronic funds transfer, investments, loans, etc.

#### 2. INTRODUCTION

The City of Mbombela hereby invites suitably qualified and registered banking institutions to submit proposals for the provision of comprehensive banking services. The appointed service provider will be responsible for delivering efficient, secure, and cost-effective banking solutions in support of the City’s financial management and operational requirements.

#### 3. PURPOSE

The purpose of this Terms of Reference is to outline the requirements for the appointment of a banking institution to provide comprehensive banking services to the City of Mbombela for a fixed term of five (5) years, in line with applicable legislation and municipal financial governance frameworks.

#### 4. LEGISLATIVE FRAMEWORK

The appointment will be undertaken in accordance with, but not limited to:

The Municipal Finance Management Act, 2003 (Act No. 56 of 2003), as amended;  
The Banks Act, 1990 (Act No. 94 of 1990);  
The National Credit Act, 2005 (Act No. 34 of 2005);  
The Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), as amended;  
The Preferential Procurement Regulations, 2022; and  
The City of Mbombela Supply Chain Management Policy.

## **5. FAILURE TO PERFORM**

5.1. If -

- (a) the tenderer should fail to arrange for the banking services timeously as stated in the proposal/contract/bid

or

- (b) City of Mbombela should suffer damage as a result of the tenderer's failure to perform over the period of the appointment as required and reasonably expected, it is agreed that the tenderer will pay to the City of Mbombela the following amounts, in each case to be determined by the Municipal Manager of City of Mbombela, as liquidated damages and not as a penalty:

- i) in the event of (a) an amount equal to any additional costs over and above the tender price incurred by City of Mbombela to arrange alternative banking services in terms of the contract in a manner deemed fit by City of Mbombela, together with all related costs and expenses involved.

or

- ii) in the event of (b), an amount not exceeding the actual damage and costs sustained by City of Mbombela.

5.2. The City Manager of City of Mbombela will also determine the manner in which and the time when such payment of additional costs and or damages are to be paid to City of Mbombela, and the decision of the Municipal Manager will be final and binding in each case.

## **6. FEES**

- 6.1. Any fees by any name or intention, stated will be inclusive of VAT.
- 6.2. Fees quoted shall be in respect of twelve (12) months period after signing of the contract as well as annually for the same periods, for the duration of the contract.
- 6.3. Any proposed increases of fees for the period following the first 12 months should be clearly indicated as a percentage (%). The same principle shall apply on annual bases for the duration of the contract.

## **7. PAYMENT OF SERVICE CHARGES**

Service charges from the beginning of the contract and thereafter will be payable on a monthly basis with detailed proof of service charges provided to the City of Mbombela before the 10<sup>th</sup> day of the month / within 5 days of the end of each month.

## **8. INFORMATION TO BE PROVIDED BY TENDERER**

No tender will be considered, unless accompanied by sufficiently detailed information so as to indicate what the proposed services and fees would be for the first 12 months after contract award.

## **9. ALTERNATIVES**

The tenderer may submit alternative service proposals e.g. fixed fees, which, in the tenderers opinion, are to the City of Mbombela's advantage economically and technically.

## **10. VARIATION**

In the event that tenderers are offering any banking services and or products / services differing or varying from the minimum requirements of the specification, all such variations shall be clearly indicated and described in the tender response.

## **11. RISK MANAGEMENT**

City of Mbombela has already implemented the requirements for enterprise-wide risk management and the banks ability to support this on-going project should be clearly described e.g. fraud prevention and early detection interventions systems.

## **12. MANDATE**

Mandate to interested banks to submit a tender to render banking services to the City of Mbombela

- 12.1. No tender will be considered, unless accompanied by sufficiently detailed information so as to indicate what the proposed services and fees would be for the first 12 months after contract award.
- 12.2. No tender will be considered, unless accompanied by sufficiently detailed information so as to indicate what the proposed services and fees would be for the first 12 months after contract award.
- 12.3. The tender presentation must be in accordance with the minimum requirements as set out hereunder as well as in the tender document.
- 12.4. The tenderer may adopt any approach it deem appropriate to demonstrate the entities ability to service the City of Mbombela to effectively manage its banking requirements as well as support its stakeholders to facilitate easy and accessible payment services.
- 12.5. The tenderer may approach and utilise any suitable support service providers to offer a comprehensive banking service to the City of Mbombela.
- 12.6. Tenders should be accompanied by a detailed summary of the salient features of the banking services offered and to be implemented for the City of Mbombela should your bank be the successful banking services provider.
- 12.7. In principle support for the services offered e.g. short-term overdraft facilities between R 50 million and R 100 million should be provided on a letter from the banks Credit Committee as well as the material terms and conditions and interest rate indication e.g. Prime rate less % of such service(s) must be included in the tender response.
- 12.8. Failure to comply with the above requirements will render the tender invalid at the sole discretion of the City of Mbombela.



**13.3. Audited Financial Statements**

Prospective bidders are required to attach copies of their most recent audited financial statements for the three (3) consecutive financial years.

**13.4. Similar portfolios**

If you are currently dealing with any similar Local Government portfolios, please provide full details, including names of contactable references and by providing such information approval is therefore granted that these clients may be contacted by the City of Mbombela for reference purposes.

Name of entity	Contact person	Tel. no.	E-mail

**13.5. Membership of professional associations**

Are you a member any professional body or association such as the Payment Association of South Africa?

---

---

---

---

---

**13.6. Empowerment**

Please provide a copy of your BBBEE status, statement on your policy regarding empowerment of the previously disadvantaged sector and of SMME's.

---

---

---

---

---

---

---

---

---

---

**13.7. Bank information**

Indicate which branch will be responsible for the execution of the contract, if appointed.

**13.7.1. Name:**

---

**13.7.2. Physical address:**

---

---

---

---

**13.7.3. Postal address:**

---

---

---

---

**13.7.4. Telephone/cell/facsimile numbers and e-mail:**

---

---

**13.7.5. Income tax reference number:**

---

**13.7.6. VAT registration number:**

---

**13.7.7. Bank and company registration number:**

---

**13.7.8. Regional Manager/Chief Executive/Managing Director and contact details:**

---

**13.7.9. Structure of division responsible to service the City of Mbombela i.e. Manager:**

---

---

---

**13.7.10. Names of Administrative support staff that will be responsible for the City of Mbombela's account:**

---

---

---

---

---

---

---

---

---

---

**13.8. Service and remuneration**

**13.8.1. Banking products and services**

**13.8.1.1. Handling of cash, cheques and card payments**

- 13.8.1.1.1. Supply information indicating Procedures & Authorisation requirements for cash deposits, withdrawals, cheque payments etc.
- 13.8.1.1.2. Indicate if bidder is capable of providing systems for Cheque printing with necessary payment details.
- 13.8.1.1.3. Indicate whether bidder can supply on-line photographic images of all cashed cheques, if not in what format?
- 13.8.1.1.4. Indicate whether bidder can provide Cheque retention facilities.
- 13.8.1.1.5. Indicate what services bidder offers in terms of printing, supply and safekeeping of cheque forms.
- 13.8.1.1.6. Demonstrate the bank's ability to identify tampered cheques and rectification of such fraudulent action at earliest possible time.
- 13.8.1.1.7. Describe bidder's abilities to verify authenticity of cheques.
- 13.8.1.1.8. Describe abilities to verify cheques issued versus cheques cashed.
- 13.8.1.1.9. Demonstrate ability to investigate and recover losses arising from fraudulent cheques.
- 13.8.1.1.10. Give proof of competence to provide on-going advice on fraud prevention/methods of detecting fraud.
- 13.8.1.1.11. Indicate abilities to collect cash on regular basis from predetermined areas.
- 13.8.1.1.12. Discuss the bidder's solution for credit card machines at the payment areas.

**13.8.1.2. Electronic banking services**

- 13.8.1.2.1. Give detail on bidder's capacity for multi layered security enabling individual access to transfers/enquiries irrespective of physical location as well as audit trail capacity.

- 13.8.1.2.2. Indicate if tenderer has capacity to identify and offer modular cash management functionalities e.g. bulk electronic debits offered separately from bulk electronic credits.
- 13.8.1.2.3. Indicate ability to operate as house banker if more than one banker is involved to facilitate daily sweeping.
- 13.8.1.2.4. Indicate availability of predetermined electronic payments set up with standard payment details both for 3rd party and internal transfers.
- 13.8.1.2.5. Describe bidder's ad-hoc electronic payments facilities for 3rd parties and internal.
- 13.8.1.2.6. Indicate if bidder can execute electronic transfers of bank deposits for the credit of CoM from other banks at the same rate as per the tender.
- 13.8.1.2.7. Explain capabilities for direct on-line stop payment facilities and the reversal thereof.
- 13.8.1.2.8. Give more information regarding functionality for direct on-line enquiry on status of cashed cheques.
- 13.8.1.2.9. Confirm bidder can provide for post-dated electronic transfer service?
- 13.8.1.2.10. Explain bidder's ability to provide cheque matching facilities.
- 13.8.1.2.11. Discuss how bidder can assist City of Mbombela in applying limits to transactions and accounts and monitoring thereof.
- 13.8.1.2.12. Confirm bidder's ability to handle high volumes online transactions and provide details on thresholds.
- 13.8.1.2.13. Explain functionality to provide unique electronic identifier (type of service- water, lights, rates, fines etc.) and reconciliation of counter deposits.
- 13.8.1.2.14. Does system allows for download of bank statements and for which previous periods they are available?
- 13.8.1.2.15. Discuss possibilities for provision of automatic confirmation systems with CoM's accounting systems.
- 13.8.1.2.16. Confirm if a direct online function to enquire on status of bank accounts can be offered.
- 13.8.1.2.17. Does electronic banking service provide for deposit identity with electronic transfers and deposits, number and type of characters?
- 13.8.1.2.18. Can your electronic banking solution supply information pertaining to unpaid ACB transactions?
- 13.8.1.2.19. Can your electronic banking solution sort information on deposit ID?
- 13.8.1.2.20. Can the electronic banking system provide real time cash management information?
- 13.8.1.2.21. Does the electronic banking solution you offer have the ability to interface with commercial procurement systems, and what existing interfaces are in place?
- 13.8.1.2.22. Does the electronic banking solution you offer have the ability to transact electronically via the bank with suppliers of goods/services as and when required?
- 13.8.1.2.23. Is the electronic banking system fully compatible with the SOLAR financial system and does fully operational interfaces exist?

13.8.1.2.24. Does the bidder's banking facilities allow for transactions at agents e.g. for prepaid electricity?

13.8.1.2.25. Electronic interaction should cater for CDV's.

13.8.1.2.26. Bank's ability to sweep all available cash balances to an overnight call account and return the available balances the next day.

### **13.8.2. Interest calculations, practices, conventions, reconciliations and retro entries**

- On what day is interest calculated and for which period?
- Describe the interest capitalisation model with details on when and how such interest is calculated and capitalised.
- What ability does tenderer have to facilitate the reconciliation of interest calculations for the CoM?
- Please indicate if retro-value to optimise interest earned would be available.
- If applicable, provide detailed information on how retro entries are managed and recorded.
- Provide proposed Debit/ Credit interest rates applicable to balances.
- Supply details on transaction timeframes.

### **13.8.3. Reporting, Audit trails and queries (ISA AUDIT)**

- Give an indication of bidder's ability to provide daily and monthly cash management reports and statements.
- Provide information as to what audit trails will be available, handling of ad hoc queries - please state response times.
- Give a breakdown of bank charges and costs to allow / facilitate reconciliation with tendered prices.
- Indicate any additional costs, if applicable, incurred with the supply of the information.
- Indicate the period for which historical information is available as well as if available on-line.
- Demonstrate executive / exception reporting facilities to assist in control and monitoring of accounts (limits and unusual pattern of spending).

### **13.8.4. Technical equipment**

- Supply technical specifications and/or requirements to enable City of Mbombela to utilise bidder's electronic services and products.
- Indicate if electronic services are compatible with the SOLAR financial system.
- Specify applicable equipment charges.

### **13.8.5. General**

- Indicate ability to provide assistance with collections of rates and taxes and if so what type of services are available as well as costs.
- Discuss the bank's solution for provision of petrol cards including cost control services and bank charges.
- Describe the bank's offering regarding speed point-type payment methods.

- Give detailed information on ATM availability in the Mbombela rural areas.
- Describe bidder's ability to permit City of Mbombela account payments at any of their branches or through any ATM.
- Discuss how a need for 10 to 15 cash-protector machines at e.g. payment halls could be handled.
- Provide a summary of support services available to City of Mbombela's Treasury e.g. investment news, economic overviews and forecasts, limited information pages via Reuters, Bloomberg etcetera.
- Secure online payment from internet requiring OTP e-fuel transactions funded on a monthly basis to be charged on a weekly basis.

**13.8.6. Specific requirements**

- Discuss bidder's solution for short-term facilities required by the City of Mbombela.
- Give details on custodian services the bank can offer and costs, as well as other safe custody services.
- Please provide detailed information on security procedures and insurance arrangements in place to protect City of Mbombela against losses at custodian services.
- Describe briefly methodology followed regarding authorisations.
- Confirm agreement on contract period.
- Provide information demonstrating financial viability and stability of tenderer, including current credit rating.
- Demonstrate ability to handle implementation, training and take- and handover process.
- Please confirm assistance bidder can offer regarding possible systems development if required.
- Please declare exposure to other Public Sector entities.

**13.8.7. Provide a copy of your proposed service plan for 2026 e.g. introduction of your banks employees to City of Mbombela, training and support offered etcetera. (Note: this is not a disqualification criteria).**

**13.8.8. Provide details of services that are not expressly catered for and the basis upon which you would require to be remunerated if City of Mbombela required such services e.g. capital loans.**

---



---



---



---



---



---



---



---



---



---



---





Name of tender:

---

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 2026.

**Full names and signatures**

\_\_\_\_\_  
**Who also confirms that he/she is duly authorised to do so**

.....

**Witness 1.**

\_\_\_\_\_

.....

**Witness 2.**

\_\_\_\_\_

.....

---

**15. EXECUTIVE SUMMARY OF CURRENT BANKING SERVICES AND UTILISATION**

**Current services are i.e.:**

- cheques
- electronic funds transfers
- deposits
- payments

# 16. **PRICING SCHEDULE**

Pricing Fee Structure to be priced	Description	Amount / Volume	Pricing per month Year 1	Pricing per month Year 2	Pricing per month Year 3	Pricing per month Year 4	Pricing per month Year 5
Monthly Management Fee:	Fixed						
	Percentage						
Cash Deposit Fee	Total Value Cash Deposits Pa	40 103 340					
	Total Number Cash Deposits Pa	29 148					
	Total Average Value Cash Deposits Pm	3 341 945					
	Total Average Number Cash Deposits Pm	2 429					
	Cash Centre: 75.1%	30 117 608					
	Branch: 22.4%	8 983 148					
	ATM: 2.5%	1 002 583					
	Average Dep Size:	4000					
	Electronic Funds Transfer Deposit	Total Number Of Transactions Processed Pa	261 371				
Average Number Of Transactions Processed Pm		21 781					
Total Value Of Transactions Processed Pa		5 148 263 391					
Average Value Of Transactions Processed Pm		429 021 949					
Electronic Funds Transfer Payments	Total Number Of Transactions Processed Pa	7 652					
	Average Number Of Transactions Processed Pm	638					
	Total Value Of Transactions Processed Pa	-5 078 519 326					
	Average Value Of Transactions Processed Pm	-423 209 944					
Debit Orders	Number Of Debit Orders In Pm	2 159					
	Number Of Debit Orders Out Pm	427					
Sweeping	Total Value Of Sweeping Transactions Pa	776 840 303					
	Total Number Of Sweeping Transactions Pa	690					

<b>Pricing Fee Structure to be priced</b>	<b>Description</b>	<b>Amount / Volume</b>	<b>Pricing per month Year 1</b>	<b>Pricing per month Year 2</b>	<b>Pricing per month Year 3</b>	<b>Pricing per month Year 4</b>	<b>Pricing per month Year 5</b>
<b>Card Terminals</b>	<b>Total Number Of Card Terminals</b>	<b>40</b>					
	<b>Total Amount Of Transactions Processed Through Terminals Pa</b>	<b>111 724 706</b>					
	<b>Average Amount Of Transactions Processed Through Terminals</b>	<b>9 310 392</b>					
	<b>Total Number Of Transactions Processed Through Terminals</b>	<b>71 531</b>					
	<b>Average Number Of Transactions Processed Through Terminals</b>	<b>5 961</b>					
	<b>Average Value Of Transactions Processed Through Terminals</b>	<b>14 652 928</b>					
<b>Fleet Services</b>	<b>Number Of Cards</b>	<b>5</b>					
	<b>Number Of Fuel Transactions Pm</b>	<b>10</b>					
	<b>Number Of Oil Transactions Pm</b>	<b>2</b>					
<b>Overdraft facility</b>	<b>Overdraft Of R50 Million For A Period Of One Month</b>	<b>50 000 000</b>					
<b>TOTAL PRICING PER MONTH</b>							

**17. ADDITIONAL INFORMATION**  
**Cash volume and deposit frequency**

17.1. Number of the City's cash collecting sites/offices.

<b>Nelspruit Civic Centre</b>
Plaza Pay Point
White River Civic Centre
Hazyview Civic Centre
Kanyamazane Office
Kabokweni Office
Matsulu Office
Barberton Office
Barberton Traffic
White River Traffic Department
Municipal Court
Traffic Department
The Grove Office

17.2. Cash Vaults / Protectors are required at the following sites together with the cash volumes/values attached for respective sites.

	<b>Daily Cash Value</b>	<b>DEVICE TYPE</b>
Nelspruit Civic Centre	R300 000.00	C212L
Plaza Pay Point	R40 000.00	1000 CAT 1 SNF
White River Civic Centre	R200 000.00	C212L
Hazyview Civic Centre	R40 000.00	1000 CAT 1 SNF
Kanyamazane Office	R10 000.00	1000 CAT 1 SNF
Kabokweni Office	R10 000.00	1000 CAT 1 SNF
Matsulu Office	R10 000.00	1000 CAT 1 SNF
Barberton Office	R200 000.00	1000 CAT 1 SNF
Barberton Traffic	R30 000.00	C212L
White River Traffic Department	R30 000.00	1000 CAT 1 SNF
Municipal Court	R30 000.00	1000 CAT 1 SNF
Traffic Department	R10 000.00	1000 CAT 1 SNF
The Grove Office	R200 000.00	C212L

<b>Total Value Cash Deposits Pm</b>	<b>R 3 341 944.97</b>
<b>Total Average Number Cash Deposits Pm</b>	<b>2429</b>

- 17.3. Cash collection is required five times a week at the sites mentioned above, with operating hours between 07:30 to 15:30.
- 17.4. The Cash Vault / Protector should reflect the city's funds immediately upon deposit into the vault / protector.
- 17.5. The cash collection offices do not have operational CCTV camera, nor monitored and operational alarm system with armed response systems in place.
- 17.6. There are currently no cash depositing devices per site/office.
- 17.7. The Cash-in-transit service provider used by the City is Fidelity, with a contract on a monthly basis.

**18. Electronic Banking**

- 1. EFTs are processed in batches broken down into:
  - o Staff salaries – 1 main batch with approximately 2200 transfers and
  - o Creditor payments. We process multiple batches daily please see the above pricing schedule with more information.
- 2. Please see above schedule for the number of collections per month (electronic debit order receipts for account payments by your customers).
- 3. The City primarily process transactions on a host-to-host platform and internet banking platform, with a matched database.

**19. Fleet**

**Please see above schedule with more information the City fleet.**

**20. Card Acquiring Point of Sale Devices**

- The City has a requirement for Point of Sale devices, with the City's total annual Point of Sale turnover on the devices.

<b>Total Amount Of Transactions Processed Through Terminals</b>	<b>R111 724 706</b>
<b>Average Amount Of Transactions Processed Through Terminals</b>	<b>R9 310 392</b>
<b>Total Number Of Transactions Processed Through Terminals</b>	<b>71 531</b>
<b>Average Number Of Transactions Processed Through Terminals</b>	<b>5 961</b>

- The City will require 40 **portable** Point of Sale Devices at the following locations:

Nelspruit Civic Centre
Plaza Pay Point
White River Civic Centre
Hazyview Civic Centre
Kanyamazane Office
Kabokweni Office
Matsulu Office
Barberton Office
Barberton Traffic
White River Traffic Department
Municipal Court
Traffic Department
The Grove Office

- Please note the City does not have their own vending machines/ kiosks that our devices can integrate into for the purchase and payment of electricity.
- All prepaid electricity is bought at our Pay points as listed above
- The City would like to have an eCommerce / Online payment acceptance solution through their website, please provide the proposal and costing
- The City would like to have contactless payment alternatives please provide a proposal and costing.
- Due to load-shedding from ESKOM the City have network or connectivity issues, the City experience? I.e., Power outages, no signal etc.
- Only Nelspruit pay-point has UPS and generators and other sites experience lack connectivity

## 21. Card Issuing

1. The City books and manages travel expenditure through a traveling agent
2. The City makes use of a Travel Management company to book airflights, car hire, hotel accommodation and there is a database for all traveling agents and they are on a rotation basis
3. The City is not allowed to have traveling cards
4. The City is not allowed to prefunded cards

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

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

**IN CASE WHERE DIFFERENT DELIVERY POINTS INFLUENCES THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder..... Bid number: COM81/2026

Closing Time 11:00 on 11 SEPTEMBER 2026

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QTY	DESCRIPTION	BID PRICE IN RSA CURRENTLY (INCLUDING VAT)
-	Required by	.....	.....
-	At:	.....	.....
-	Brand and model	.....	.....
-	Country of origin	.....	.....
-	Does the offer comply with specification?		<b>*YES/NO</b>
-	If not to specification, indicate deviation(s)	.....	.....
-	Period for delivery	.....	*Delivery: Firm/not firm
-	Delivery basis (all delivery costs must be included in the bid price)	.....	.....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

Procurement Related Enquiries:  
 Christopher Nkambule  
 Supply Chain Management  
 Tel No: 013 759 2358  
 Email address:  
[Christopher.nkambule@mbombela.gov.za](mailto:Christopher.nkambule@mbombela.gov.za)

Technical Enquiries:  
 Sabelo Dlamini  
 Financial Management Services  
 Tel no: 013 759 2013  
 Email address: [sabelo.dlamini@mbombela.gov.za](mailto:sabelo.dlamini@mbombela.gov.za)

**DECLARATION OF INTEREST**

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

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):...

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers 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.....

.....

<sup>1</sup>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 of 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 public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? ..... **YES / NO**

3.9.1 If yes, 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 yes, furnish particulars.

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.11.1 If yes, furnish particulars

.....  
.....

3.12 Are any of the company's directors, trustees, managers, Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....  
.....

3.13 Are 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 yes, 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 yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**DECLARATION OF PROCUREMENT ABOVE R 10 MILLION (MBD5)**

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

- Are you by law required to prepare annual financial statements for auditing?

**YES / NO**

**1.1. If yes, submit audited financial statements for the past three years or since the date of establishment if established during the past three years.**

.....

.....

2. Do you have any outstanding undisputed commitments for municipal services towards any municipal for more than three months or any other service provider in respect of which payments is overdue for more than 30 days?

**YES / NO**

.....

.....

2.1 If no, this serves to certify that the tenderer has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for then 30 days?

.....

.....

2.2 If yes, please provide particulars

.....

.....

**2.1 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**

.....

.....

**a. If yes, furnish particulars**

.....

.....

3.1 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion of payment from the municipality / /municipal entity is expected to be transferred out of the Republic?

**YES / NO**

3.1.1. If yes, furnish particulars

.....  
.....

**CERTIFICATION**

**I, THE UNDERSIGNED (NAME) .....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity under which Tender is  
Signed

\_\_\_\_\_  
Name of Tenderer

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

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. **POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

Item no.	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1.	100% Black owned enterprises within the definition of the HDI	2	
2.	At least 30% women owned enterprises	2	
3.	At least 30% youth owned enterprises	2	
4.	At least 30% enterprises people living with disabilities	2	
5.	Enterprise located within the local area of jurisdiction	2	
6	Enterprise who will sub-contract minimum of 30% of the contract value to EME's in the ward or local communities where the services to be rendered of works to be undertaken (Bidders shall list sub-contracting works or items)	2	
7	Corporate Social Investment (CSI) Plan. (see notes below)	5	
8	B-BBEE Level 1 contribution (SANAS verified B-BBEE certificate for generic enterprise, and for EME and SME a sworn affidavit or CIPC issued certificate confirming annual turnover and level of Black Ownership)	3	

**The City will utilize the CSD report for the above-mentioned information**

**Corporate Social Investment (CSI)**

**NB:** The minimum total value of the CSI should not be less than 2% of the total project value excluding vat and contingencies. The CSI project should be delivered concurrently with the project. The final product should be delivered prior to the issuing of completion certificate. The nature of the CSI project must benefit the community at large. (1 page, Arial font size 12) Prospective bidders will be expected to provide the City with a written explanation on how to implement the Corporate Service Investment on that particular ward, community or region. The investment must benefit the community at large. In order to claim points, a detailed one page report must be included in the list of returnable documents. The corporate social investment initiatives must be implemented by the company/successful bidder. The final details of the CSI project will be finalized prior to the signing of the contract in consultations with relevant stakeholders.

**DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM
  - Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited

- Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. 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 tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

**WITNESSES:**

1. ....

4. ....

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

DATE:.....

ADDRESS:.....

.....

.....

**THIS MBD FORM MUST NOT BE COMPLETED PRIOR TO APPOINTMENT. IT WILL BE ONLY BE FURNISHED AND SIGNED BY THE SUCCESSFUL BIDDER/SERVICE PROVIDER**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER / SERVICE PROVIDER (PART 1) AND THE PURCHASER / CITY OF MBOMBELA (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER / SERVICE PROVIDER AND THE PURCHASER / CITY OF MBOMBELA WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

- 1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... 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 for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (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 .....

<b>WITNESSES</b>	
1	.....
2.	.....
DATE: .....	

(BIDDERS / SERVICE PROVIDERS MUST NOT FILL THIS PART TWO OF THIS MBD 7)

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER /CITY OF MBOMBELA)**

1. I..... in my capacity as..... accept your bid under reference number .....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.

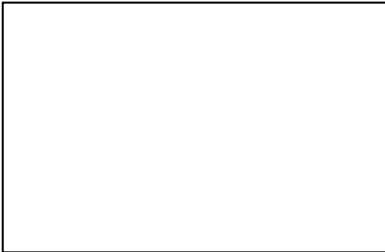
ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP 

WITNESSES  
 1. ....  
 2. ....  
 DATE .....

**2.2 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? <b>(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).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? <b>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	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 Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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 consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (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.

<sup>3</sup> **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

<b>AUTHORITY TO SIGN A BID</b>
--------------------------------

**1. COMPANIES AND CLOSE CORPORATIONS**

- a. **If a Bidder is a COMPANY, 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
  
- b. 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**.

**PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY / MEMBERS OF THE CC**

<b>Date Resolution was taken</b>			
<b>Resolution signed by (name and surname)</b>			
<b>Capacity</b>			
<b>Name and surname of delegated Authorized Signatory</b>			
<b>Capacity</b>			
<b>Specimen Signature</b>			
<b>Full name and surname of ALL Director(s) / Member (s)</b>			
<b>Is a CERTIFIED COPY of the resolution attached?</b>		<b>YES</b>	<b>NO</b>
<b>SIGNED ON BEHALF OF COMPANY / CC:</b>		<b>DATE:</b>	
<b>PRINT NAME:</b>			
<b>WITNESS 1:</b>		<b>WITNESS 2:</b>	

**2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)**

I, \_\_\_\_\_, the undersigned, hereby confirm  
 that I am the sole owner of the business trading as \_\_\_\_\_

**3. 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:	

<b>CERTIFICATE OF AUTHORITY FOR JOINT VENTURES</b>
--

**This returnable schedule is to be completed by JOINT VENTURES**

We, the undersigned, are submitting this tender 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  
 tender offer and any contract resulting from it on our behalf.

<b>1. Name of firm</b> (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

<b>2. Name of firm</b>			
Address			
		Tel. No.	
Signature		Designation	

<b>3. Name of firm</b>			
Address:			
		Tel. No.	
Signature		Designation	

<b>4. Name of firm</b>			
Address			
		Tel. No.	
Signature		Designation	

**NOTE:** A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.

**SUPPLY CHAIN POLICY USING 80/20 SPECIFIC GOALS**

		MAXIMUM POINTS TO BE ALLOCATED	POINTS CLAIMED BY BIDDER	ALLOCATED POINTS
<b>PRICE (80 POINTS)</b>	<b>PRICE</b>	<b>80</b>		
	<b>SUB TOTAL</b>	<b>80</b>		
<b>EQUITY PROMOTION GOALS (20 POINTS)</b>				
	<b>SPECIFIC TARGETED GOALS</b>	<b>20</b>		
	<b>SUB TOTAL</b>	<b>20</b>		
	<b>TOTAL</b>	<b>100</b>		