

C 2.2. BILL OF QUANTITIES

**PROVISION OF BANKING SERVICES FOR THLM FOR A PERIOD OF 36 MONTHS.
THLM/SCM06/2021-2022/BTO 03**

ITEM	DESCRIPTION CURRENT ACCOUNT	(R) AMOUNT (Inc. VAT) YEAR 1	ANNUAL ESCALATION (%)
1	Cash deposit fees		
2	Fess for R/D cheques		
3	Fees for post-dated cheques		
4	Cost of stop payments		
5	Cheque accounts service fee: fixed per debit		
6	Debit order		
7	Special clearance		
8	Transfer to branches		
9	Transfer to other banks		
10	Salary transfers		
11	Bank statements/Month		
12	Deposit books		
13	Copies of documents: less than 3 months old		
14	Copies of documents: greater than 3 months old		
15	Certificate of balance		
16	Correcting errors in cost deposits		
17	Monthly fees for electronic banking		
18	Set – up costs for electronic banking services (Once – off)		
19	Installation costs for electronic banking system (Once – off)		
20	Training of Municipal staff on utilizing electronic banking system (per session)		
Total			

BILL OF QUANTITIES FOR CASH TRANSIT

ITEM	DESCRIPTION CASH TRANSIT	(R) AMOUNT (Inc. VAT) YEAR 1	ANNUAL ESCALATIO N (%)
1	Kwaggafontein Office		
2	Kwamhlanga Licensing and Traffic Centre		
3	Tweefontein K		
4	Kwa-Mhlanga Satellite offices		
TOTAL			

- Provision of banking service to the municipality on both manual and electronic.
- Provide the municipality with the primary banking account and other subsidiary accounts to assist the municipality in managing its finances to maintain service delivery to the communities.
- Provide the municipality with the necessary gadgets such as the drop-in safe, swiping machines etc. in support of management to control its financial affairs.
- Handle collection of cash from all the municipal facilities including, the DLTC and Satellite offices.
- Handle large volumes of transactions
- Supply the municipality with information pertaining to debits and credits on unknown transactions.
- Provide training to the municipal staff personnel on the usage of provided gadgets to carry out their responsibilities

The following general information has to be used as a guideline in your bidding:

2.1 COLLECTION POINTS

1. Kwaggafontein Head Office:

3 Cashiers- Each cashier's money is separately deposited.Total deposit per day:
Minimum: R100 thousand rand Maximum: R100 thousand rand, this includes cash

2. License and Traffic Office Kwa Mhlanga

3 Cashiers- Each cashier's money is separately deposited.Total deposit per day:
Minimum: R250 thousand rand Maximum: R300 thousand rand, this includes cash

1.2 Cash-in-Transit Service

- The service provider must be able to transport with armored vehicles and deposit money into the Municipality's bank account on the specified days and in accordance with the price schedule.
- The service provider must have various cash carrying boxes which should be equipped with staining mechanism that will render the money spoilt in the event of a robbery or tampering incident or other instrument.
- The service provider must provide the Municipality with money bags and seals.
- The service provider should not accept bags and seals which have been tampered with
- The service provider will bear the risk of the loss of money as soon as they arrive at collection point or the agreed time of collection.
- The service provider will collect money for five working days at the following collection points :-

METHODS OF PAYMENTS RECEIVED BY THE MUNICIPALITY

2.1 Cash and Bank Quaranteed cheques	
2.2 Prepaid Vending machine	R100 000 p/m
Direct payments into bank account and Electronic payments	R300 000 p/m
Grants received- Direct Transfers	R500 000 000 Maximum Annually
Debit and Credit cards	R100 000 p/m
Debit Order Payments (+/- 4000 Transactions)	R 100 000 p/m
Easy payments	R100 000 p/m

METHOD OF PAYMENTS MADE BY THE MUNICIPALITY SALARIES: (PAID BY EFT)

Employees registered on the pay roll: 480	R 14 000 000 p/m
Temporaries +/- 600 p/m	R 500 000 p/m
SARS, Pension Funds and other	R 5 000 000 p/m

CREDITORS AND SUNDRY PAYMENTS

EFT Payments Creditors:

Electricity (ESKOM)	R 1 200 000 p/m
Water	R 13 000 000 p/m
Other	R 20 000 000 p/m

BILL OF QUANTITIES

ITEM	DESCRIPTION CURRENT ACCOUNT	(R) AMOUNT (Inc. VAT) YEAR 1	ANNUAL ESCALATION (%)
1	Cash deposit fees		
2	Fess for R/D cheques		
3	Fees for post-dated cheques		
4	Cost of stop payments		
5	Cheque accounts service fee: fixed per debit		
6	Debit order		
7	Special clearance		
8	Transfer to branches		
9	Transfer to other banks		
10	Salary transfers		
11	Bank statements/Month		
12	Deposit books		
13	Copies of documents: less than 3 months old		
14	Copies of documents: greater than 3 months old		
15	Certificate of balance		
16	Correcting errors in cost deposits		
17	Monthly fees for electronic banking		
18	Set – up costs for electronic banking services (Once – off)		
19	Installation costs for electronic banking system (Once – off)		
20	Training of Municipal staff on utilizing electronic banking system (per session)		
Total			

BILL OF QUANTITIES FOR CASH TRANSIT

ITEM	DESCRIPTION CASH TRANSIT	(R) AMOUNT (Incl. VAT) YEAR 1	ANNUAL ESCALATION (%)
1	Kwaggafontein Office		
2	Kwamhlanga Licensing and Traffic Centre		
TOTAL			

SUMMARY PRICE SCHEDULE

ITEM	DESCRIPTION	(R) AMOUNT (Inc. VAT) YEAR 1
1	Total amount - Current Account	
2	Total amount – Cash transit	
Total Amount		