

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EASTERN CAPE PROVINCIAL TREASURY</b>					
BID NUMBER:	SCMU12-25/26-0010	CLOSING DATE:	05 December 2025	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF COMMERCIAL BANKING SERVICES TO THE EASTERN CAPE PROVINCIAL GOVERNMENT (ECPG) FOR A PERIOD OF SIXTY (60) MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
EASTERN CAPE PROVINCIAL TREASURY					
SUPPLY CHAIN MANAGEMENT UNIT					
SHOP, NO.7 CORNER PHALO & INDEPENDENCE AVENUE					
TYAMZASHE BUILDING, BHISHO, 5605					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Phumla Ndalenl		CONTACT PERSON	Ms. G. Thomas	
TELEPHONE NUMBER	083 737 8622		TELEPHONE NUMBER	083 738 0442	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	Phumla.ndaleni@ectreasury.gov.za		E-MAIL ADDRESS	Gincy.thomas@ectreasury.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

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

SIGNATURE OF THE BIDDER:.....

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

(Proof of authority must be submitted e.g. company resolution)

DATE:.....

**COMPLIANCE CHECKLIST TO BE COMPLETED BY THE BIDDER AS PROOF OF  
SUBMISSION OF DOCUMENTS INDICATED BELOW**

NAME OF DEPARTMENT: \_\_\_\_\_

BID NUMBER: \_\_\_\_\_

BID DESCRIPTION: \_\_\_\_\_

<b>Item No</b>	<b>Item Description</b>	<b>Checked by Bidder- (√)</b>	<b>Verified by Department -(√)</b>	<b>Bidder to indicate yes or no- where applicable</b>	<b>Bidder's Page Numbers- if applicable</b>
1.	ECBD 1-Invitation to Bid				
2.	Copy of Central Supplier Database (CSD)				
3.	ECBD 3.1 – Pricing Schedule				
4.	ECBD 4- Bidder's Disclosure				
5.	ECBD 6.1- Preference Point Claim				
6.	General Conditions of Contract				
7.	Special Conditions of Contract including Annexures, if applicable				
8.	Terms of Reference/Specification				
9.	Bidder's proposal				
10.	Director/s:Gender (F-Female or M-Male)				
11.	Youth (Y=yes or N=No)				
12.	Disability (Y=Yes or No)				
13.	Certified Copies of Identity Document (I.D's) for Directors.				

## 1. GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract for Supply Chain Management shall apply to this contract. These general conditions shall be read in conjunction with the amendments and additions set out in the special conditions of contract.

## 2. BID FORM

All bids shall be made on the bid forms incorporated in this document.

## 3. EVIDENCE OF EXPERIENCE OF BIDDERS

Bidders shall give satisfactory evidence of actual experience in the class of work being bid for, incorporating the following details:

Employer for whom the work was performed;

Nature of work;

Value of work;

Year completed.

Failure to complete this statement may prejudice the bid as being submitted by an inexperienced Bidder and it may be rejected for such reason.

## 4. COMPLETION OF BIDS

THE BIDDER SHALL COMPLETE ALL FORMS IN BLACK INK.

Mistakes made by the Bidder in the completion of the forms shall not be erased. A line shall be drawn through the incorrect entry and the correct entry shall be written above and the correction initialled by the Bidder. Failure to observe this rule may lead to the bid being disqualified. Bids shall be ineligible for consideration unless submitted on the forms bound in this document. A bid shall not be considered if alterations have been made to the bid form, unless such alterations have been duly authenticated by the Bidder, or of any particulars required therein have not been completed in all respects.

No unauthorized amendment shall be made to the bid form or to any other part of the bid document. If any such amendments are made, the bid may be rejected.

Bids submitted in accordance with this bid document shall not have any qualifications. Any point of difficulty of interpretation shall be cleared with the Eastern Cape Provincial Treasury as early as possible during the bid period. Should any query be found to be of significance, The Eastern Cape Provincial Treasury will inform all Bidders accordingly as early as possible.

## **5. SUBMISSION OF BIDS**

Each Bidder is required to return the complete set of bid documents with all the required information and complete in all respects. Bidders shall not tamper with the bid documents which shall be submitted as issued. Any bid documents found to have been unbound and rebound could be deemed to be unacceptable. Bids in sealed envelopes clearly marked **“Provision of Commercial Banking services to the Eastern Cape Provincial Government (ECPG) for a period of sixty (60) months: SCMU12-25/26-0010”** and the Bidder’s name and address, shall be delivered to the Eastern Cape Provincial Treasury, Tyamzashe Building-Shop No. 7, Corner Phalo & Independence Avenues, Bhisho **not later than 11:00 on the closing date, 05 December 2025.** Bids must not be faxed or e-mailed. Bids shall be opened in public shortly thereafter. Late bids shall be rejected.

## **6. DATA TO BE FURNISHED AT BID STAGE**

Bidders shall submit with their bids the information that is applicable and as may be required in terms of the specifications. The Employer reserves the right, in the event of such details being insufficient, to call for further information. The Bidder shall furnish such additional information within seven (7) days of being called upon to do so.

## **7. WITHDRAWAL OF BIDS**

A Bidder may, without incurring any liability, withdraw his bid. This will be a written advice and received before the date and time of closure of this bid. The notice must be received by the Eastern Cape Provincial Treasury, Bhisho, before the closure of this bid.

## **8. COSTS WHICH DEFAULTING BIDDERS MAY BE CALLED UPON TO PAY**

Should the Service Provider, after he has been notified of the acceptance of his bid, fail to enter into a contract when called upon to do so, within the period stipulated in the conditions of bid or within such extended period as the Employer may allow, the Service Provider holds himself liable for any additional expense which may incur in having to call for bids afresh and/or in having to accept any less favorable bid and that if he purports to withdraw his bid within the period for which he has agreed that it shall remain open for acceptance. The Service Provider

shall indemnify the specified from any claim capable of being made against him either under the statute of common law in respect of any damage to any person or property arising out of the execution of this contract.

#### **9. ACCEPTANCE OR REJECTION OF BIDS**

Bids may be rejected if they show any additional items not originally included in the bid document. Conditional or incomplete offers, irregularities of any kind in the bid forms, or if the bid rates and amounts are obviously unbalanced and the Bidder, after having been called upon to adjust same in a reasonable manner, fails to do so within a period of seven (7) days having received notification to that effect. The Employer does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or any part of a bid as it may deem expedient, nor will it assign any reason for the acceptance or rejection of any bid, be it the whole or part of a bid.

#### **10. COMPULSORY BID CLARIFICATION SESSION**

Compulsory pre-bid clarification session to be conducted. Details are as follows:

**Date: 21 November 2025 (Friday)**

**Time: 10h00am**

**Teams Link:**

### **Microsoft Teams**

#### **Join the meeting now**

Meeting ID: 380 484 036 888 97

Passcode: 4vr264gA

#### **11. FAILURE TO RETURN BID DOCUMENTS**

A Bidder who does not submit a bid does not have to return the bid documents after the closing date for the receipt of bids.

#### **12. TAXES AND LEVIES**

Bidders shall include Value Added tax (VAT) in their bid rates.

#### **13. BID VALIDITY PERIOD**

Bids must remain valid for a period of ninety (90) days from the closing date of the bid.

#### **14. ACCEPTANCE OF BID**

The Department does not bind itself to accept the lowest or any bid received and reserves the right to accept the whole or part of the bid.

#### **15. PENALTIES**

In the event that the Contractor fails to comply with the conditions of the contract, the penalties will be stipulated in the Service Level Agreement.

## CHAPTER 3: GENERAL CONDITIONS OF CONTRACT

PROVINCE OF THE EASTERN CAPE

COMMERCIAL BANKING SERVICES

SCMU12-25/26-0010

### GENERAL CONDITIONS OF CONTRACT

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#### 1. DEFINITIONS

The following terms shall be interpreted as indicated:

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

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

## **2. APPLICATION**

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

## **3. GENERAL**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za).

## **4. STANDARDS**

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

## **5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain

the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

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

## **6. PATENT RIGHTS**

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

## **7. PERFORMANCE SECURITY**

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

## **8. INSPECTIONS, TESTS AND ANALYSES**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. PACKING**

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

## **10. DELIVERY AND DOCUMENTS**

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

## **11. INSURANCE**

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

## **12. TRANSPORTATION**

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

## **13. INCIDENTAL SERVICES**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the

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

#### **14. SPARE PARTS**

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. WARRANTY**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may

develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. PAYMENT**

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

## **17. PRICES**

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

## **18. CONTRACT AMENDMENTS**

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

## **19. ASSIGNMENT**

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

## **20. SUBCONTRACTS**

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

## **21. DELAYS IN THE SUPPLIER'S PERFORMANCE**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to

complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. PENALTIES**

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

## **23. TERMINATION FOR DEFAULT**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any 12 person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;

(ii) the date of commencement of the restriction

(iii) the period of restriction; and

(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

## **24. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS**

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

or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

## **25. FORCE MAJEURE**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. TERMINATION FOR INSOLVENCY**

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

## **27. SETTLEMENT OF DISPUTES**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

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

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

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

## **28. LIMITATION OF LIABILITY**

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

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(B) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. GOVERNING LANGUAGE**

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

## **30. APPLICABLE LAW**

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

## **31. NOTICES**

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice

## **32. TAXES AND DUTIES**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees,

and other such levies imposed outside the purchaser's country.

- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

### **33. NATIONAL INDUSTRIAL PARTICIPATION (NIP) PROGRAMME**

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

### **34 PROHIBITION OF RESTRICTIVE PRACTICES**

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. BIDDER'S DECLARATION**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

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

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 **DECLARATION**

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this

---

<sup>2</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.

bid invitation relates.

- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
  
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
  
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

**SBD 6.1****COMMERCIAL BANKING SERVICES****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to 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>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and Specific Goals</b>	<b>100</b>



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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) \end{array}$$

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>1.Women Owned entities:</b> <ul style="list-style-type: none"> <li>• 100% owned= 10</li> <li>• 60% to 99%= 6</li> <li>• 59% and below=4</li> </ul>	10	
<b>2.Youth owned entities:</b> <ul style="list-style-type: none"> <li>• 51% to 100% owned=6</li> <li>• 50% and below owned=3</li> </ul>	6	
3.Entities owned by people with disabilities= Scores will be allocated proportionately depending on the ownership	4	
<b>Total Points</b>	<b>20</b>	

**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.

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

**SCMU12-25/26-0010**  
**BID POLICIES, PROCEDURES AND STANDARD CONDITIONS**

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

**1. SUPPLIERS DATABASE**

- 1.1 The bidder agrees that the bid/quotation will be subject to the provisions of the Centralised Suppliers Database (CSD) Policy.
- 1.2 The bidder confirms that the information that appears on the CSD, including the annexures with additional information, is correct and accurate, and if the information provided in this document differs from that contained in the CSD, the latter information will be deemed to be correct.
- 1.3 Where the bidder intentionally furnishes incorrect and/or misleading information and/or provides information that is contrary to that which has been provided for on the CSD, the quotation/bid may be rejected.
- 1.4 The provision of incorrect and/or misleading information, whether intentionally or not, may result in the bidder being deregistered from the CSD and restricted from doing business with the Provincial Government.

**2. SUPPLY CHAIN MANAGEMENT COMPLAINTS MECHANISM**

- 2.1 National Treasury Regulation 16A9.3 makes it mandatory for the National Treasury and each Provincial Treasury to establish a mechanism to consider complaints with regard to alleged abuses of the supply chain management framework within department/institutions. In this respect, the Provincial Treasury has established a uniform provincial policy to consider complaints, grievances and abuses of supply chain management processes.
- 2.2 In terms of the above, bidders may lodge a complaint for alleged abuses of the supply chain management mechanism by completing the complaint form obtainable from the Provincial Treasury's Supply Chain Management Office.
- 2.3 The department/institution shall follow the prescribed procedure laid out in the policy when considering complaints, grievances and abuses of the supply chain management framework.
- 2.4 The Uniform Provincial Policy to Consider Complaints, Grievances and Abuses of Supply Chain Management together with the Complaint Form may be obtained from the Provincial Treasury's Supply Chain Management Office, Shop No.5, Tyamzashe Building, Bhisho or accessed electronically from [www.ectreasury.gov.za](http://www.ectreasury.gov.za).

**3. SPECIAL CONDITIONS OF CONTRACT (SCC)**

- 3.1 Government's bidding procedures as prescribed by the Supply Chain Management Framework applies;
- 3.2 Only bidders that have met the requirements of the bid Specification/ Terms of Reference shall be considered during the adjudication process;
- 3.3 Bidders must attach a proof of CSD Registration Summary Report and Tax Compliance Status Pin Letter issued by SARS;
- 3.4 Copy of Companies and Intellectual Property Commission (CIPRO/ CIPC) document must be attached to the bid documents together with the share certificate of individual members/ directors;
- 3.5 Bidders are required to submit certified copies of Identity Documents (ID's) of owners and team members of the company as they will be subjected to vetting and used to claim points for specific goals.
- 3.6 The Departmental Bid Committee (DBC) and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents;
- 3.7 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points;
- 3.8 No bids will be considered if submitted after closing date and time;
- 3.9 Bidders are not allowed to amend the standard bidding forms;
- 3.10 Bidders are required to fully complete and sign all the relevant SBD Forms;
- 3.12 The Provincial Treasury reserves the right to accept or reject any bid in response to the advertisement and to withdraw its decision to seek provision of these services at any time and is not bound to accept the lowest bid;
- 3.13 Incomplete or late bids, telegraphic / e-mail or faxed bids / proposals will not be accepted for consideration;
- 3.14 Bidders must fully comply with all minimum requirements stipulated in the Terms of Reference as these requirements disqualifies bidders from evaluation;
- 3.15 Bidders must accurately cost all items/ price schedules as the wrong calculations will lead to a bid being disqualified for wrong calculations. The total price must include VAT where applicable and the Total Bid Price on the Pricing Schedule must be the same as **SBD 3.1.**
- 3.16 Bidders are required to consider the Pricing Index issued by Provincial Treasury on a

quarterly basis for Price Benchmarking (where applicable). It is available on the Departmental Website@[www.ectreasury.gov.za](http://www.ectreasury.gov.za)(Circulars) issued by Provincial Treasury.

3.17 Bidders who are using courier services for delivery of their bid documents/ proposals must ensure the delivery is at the correct place/ location and time as the department will not be held responsible for late or incorrect delivery point.

#### 4 CONSORTIUMS / JOINT VENTURE

It is recognized that bidders may wish to form consortia to provide the Services.

A bid in response to this invitation to bid by a consortium shall comply with the following requirements:-

- 4.1 It must be signed so as to be legally binding by all consortium members;
- 4.2 Companies that bid as consortiums / joint venture must submit an official signed business agreement by both parties together with the bid document. **Failure to submit the signed business agreement by both parties / members will result in disqualification;**
- 4.3 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
- 4.4 The lead member shall be the only authorized party to make legal statements, communicate with the department and receive instructions for and on behalf of any and all the members of the Consortium;
- 4.5 If not clearly stipulated in the agreement, a letter of authority stating which member may sign a bid document must be attached;
- 4.6 Bidders must attach a proof of CSD Registration Summary Report and Tax Compliance Status Pin Letter issued by SARS from all the affected parties and be submitted together with the bid;
- 4.7 A copy of business registration documents (CIPC/CIPRO) shall be submitted by all parties together with the share certificates of individual members/ directors;
- 4.8 The parties to the joint venture or consortium agreement must express in the bid proposal what aspects of the scope of the work each party would be adding value to and what percentage each parties will receive in terms of the total price quoted;
- 4.9 The Provincial Treasury reserves the right to accept or reject any bid in response to the advertisement and to withdraw its decision seek provision of these services at any time and is not bound to accept the lowest bid;
- 4.10 Both parties in the consortiums / joint venture are required to submit certified copies of Identity Document (ID's) of owners and team members to be used to claim points for specific goals.
- 4.11 Bidders must fully comply with all minimum requirements stipulated in the Terms of Reference as these requirements disqualifies bidders from evaluation;
- 4.12 Bidders must accurately cost all items/price schedules as the wrong calculations will lead to a bid being disqualify for wrong calculations. The total price must include VAT, where applicable and the Total Bid Price on the Pricing Schedule must be the same as **SBD 3.1;**

4.13 Bidders are required to consider the Pricing Index issued by Provincial Treasury on a quarterly basis for Price Benchmarking. It is available on the Departmental website@[www.ectreasury.gov.za](http://www.ectreasury.gov.za) (Circulars) issued by Provincial Treasury.



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 Eastern Cape Provincial Treasury  @ectreasury

## TERMS OF REFERENCE:

# PROVISION OF COMMERCIAL BANKING SERVICES TO THE EASTERN CAPE PROVINCIAL GOVERNMENT (ECPG) FOR A PERIOD OF SIXTY (60) MONTHS

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## **LIST OF ACRONYMS**

<b>AO</b>	-	Accounting Officer
<b>ACB</b>	-	Automated Clearing Bureau
<b>ATM</b>	-	Automated Teller Machine
<b>BAS</b>	-	Basic Accounting System
<b>CPD</b>	-	Corporation for Public Deposits
<b>CPIX</b>	-	Consumer Price Index
<b>CSI</b>	-	Corporate Social Investment
<b>DBC</b>	-	Departmental Bid Committee
<b>DORA</b>	-	Division of Revenue Act (issued annually)
<b>EBA</b>	-	Exchequer Bank Account
<b>EBS</b>	-	Electronic Bank System
<b>ECPG</b>	-	Eastern Cape Provincial Government
<b>ECPT</b>	-	Eastern Cape Provincial Treasury
<b>EFT</b>	-	Electronic Fund Transfer
<b>FX</b>	-	Foreign Exchange
<b>HDI</b>	-	Historically Disadvantaged Individual
<b>IGCC</b>	-	Inter-Governmental Cash Co-ordination (Reserve Bank)
<b>MICR</b>	-	Magnetic Ink Character Recognition
<b>NT</b>	-	National Treasury
<b>NTR</b>	-	National Treasury Regulations
<b>PGDP</b>	-	Provincial Growth and Development Plan
<b>PMG</b>	-	Paymaster General Account
<b>PFMA</b>	-	Public Finance Management Act, 1999 (Act No.1 of 1999, as amended)
<b>PPPFA</b>	-	Preferential Procurement Policy Framework Act, 2000
<b>RDP</b>	-	Reconstruction and Development Programme
<b>SMME</b>	-	Small Medium Macro Enterprise
<b>PRF</b>	-	Provincial Revenue Fund
<b>SLA</b>	-	Service Level Agreement
<b>SSL</b>	-	Secure Socket Layer
<b>SITA</b>	-	State Information Technology Agency

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## 1. PURPOSE

- 1.1 The purpose of this bid is to procure commercial banking services to meet the needs of the Eastern Cape Provincial Government (ECPG) for a period of sixty (60) months commencing from the 04<sup>th</sup> of May 2026.

## 2. INTRODUCTION AND TREASURY MANDATE

- 2.1 The ECPG through the Eastern Cape Provincial Treasury (ECPT) is required to procure banking services for its banking operations. Section 7(2) of the Public Finance Management Act, 1999 (PFMA) stipulates as follows: “a department is authorized to open a bank account in terms of the prescribed framework, a public entity or a constitutional institution may open a bank account only:

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

- 2.2 The ECPT oversees the Provincial Revenue Fund (PRF) and must enforce compliance with the provisions of section 226 of the Constitution, namely that:

2.2.1 There is a PRF for each province into which all money received by the provincial government must be paid, except money reasonably excluded by the Public Finance Management Act.

2.2.2 Money may be withdrawn from the Fund only:

- a) In terms of an appropriation by a provincial Act; or
- b) As a direct charge against the PRF, when it is provided for in the Constitution or a provincial Act.

- 2.3 Money that must be paid into the PRF is paid into the fund by depositing it into a bank account of the Fund in accordance with the prescribed legislative framework.

- 2.4 ECPT must establish appropriate and effective cash management and banking arrangements for its PRF in accordance with the framework that must be prescribed in terms of Section 7 of the PFMA. Treasury Regulations (Chapter 15) further requires that:

- a) Each PRF must have a bank account configuration that consists of at least an Exchequer bank account and a Paymaster – General (PMG) bank account, opened with a commercial bank.

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b) Each head of Provincial Treasury must nominate one bank account which is under the control of the Provincial Treasury and is part of the PRF, as the accredited account into which all transfers from national departments must be deposited.

2.5 In terms of Section 22(1) of the PFMA, all donor funds must be paid into the PRF except for funds received by the legislature, provincial public entities, the provincial government from the RDP Fund, amongst others.

2.6 Credit Transfer payments are presented to the South African Reserve Bank (SARB) in an electronic format for National Departments. This automation is facilitated via the Safety web system. A similar electronic file containing all Provincial Departments Credit Transfer payments will be made available for Commercial Banks in terms of BAS Notice 17 of 2010.

### 3. BACKGROUND INFORMATION ON ECPG BANKING SERVICES

3.1 The following information is provided to assist the bidder to determine their ability to handle the volumes and complexity of this assignment, as only a guide:

- a) The annual Budget of the ECPG for the Medium Term Expenditure Framework (MTEF) period is as follows:
- 2025/26 financial year is R100 billion (actual)
  - 2026/27 financial year is R102 billion (indicative)
  - 2027/28 financial year is R106 billion (indicative)

3.2 ECPG processes the following online transactions through its electronic systems, which interface electronically with the banking facilities:

3.2.1 BAS monthly outflows/payments in respect of goods and services and transfers and subsidies amounting to approximately R3.1 billion.

3.2.2 PERSAL, salary related payments through normal runs and supplementary runs as follows:

- Main salary payments: at least three (3) times a month (15<sup>th</sup>, 20<sup>th</sup> & month-end), amounting to approximately R5.2 billion.
- Supplementary payments with two (2) scheduled PERSAL payment runs a month averaging R150 million.
- Special payment runs on request.

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- 3.2.3 Weekly electronic funds transfers from the National Treasury and other National Departments (Equitable Share and Conditional Grants or Donor Funding).
- 3.2.4 Daily fund transfers from the Corporation for Public Deposits (CPD) – Intergovernmental Cash Co-ordination (IGCC) to Exchequer account.
- 3.2.5 Manual funds transfer on Bank Credit Transfers and Inter-group transfers (as and when required).
- 3.2.6 ECPT seeks to move from the current manual transfer on Bank Credit Transfers and Inter-Group transfers to an automated payment system. In this respect, commercial banks must demonstrate how they will comply with the National Treasury BAS Notice 17 of 2010.

#### 4. SCOPE OF WORK

The successful bidder must provide the following transactional and electronic banking services for the ECPG portfolio:

- 4.1 Transactional banking that consists of the following services:
  - 4.1.1 One Main Exchequer Bank Account (PRF) that is used for all provincial receipts of Voted Funds and transfer same to PMG accounts.
  - 4.1.2 Paymaster General Accounts (PMG's) for provincial departments to transact (approximately 15 accounts).
  - 4.1.3 One control account for Group Interest Received.
  - 4.1.4 Approximately 100 Sub-accounts (when required) mainly for Revenue Management (Deposits) and sweeping daily into the PMG Account.
- 4.2 Daily support on operational activities through a Relationship Management Team.
- 4.3 Bank Statements to enable the ECPG to reconcile its banking activities.
- 4.4 Noting the process of archiving, ECPT would require that historical bank statements be readily available and accessible, unless legislated to do so within a specific timeframe.
- 4.5 Notional Set-Off that will consolidate all the accounts in ECPG portfolio and provide a group interest income, setting off any debit balances.
- 4.6 Lifting and updating of Limits as and when required for the transactions.
- 4.7 Foreign Exchange Services when required for the ECPG purposes.
- 4.8 Audit trail (i.e. lost remittances) to enable the ECPG to recover duplicate payments or fraudulent or unauthorized transactions in the portfolio.
- 4.9 Card Merchant Services to minimize usage of cash as and when requested by the ECPG.
- 4.10 Compatible Electronic Banking Services that interfaces with government transversal systems and sub-systems (BAS & PERSAL on a daily, weekly and monthly basis).
- 4.11 Transactions to be cleared timeously in the bank account when submitted for payment.

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- 4.12 An audit trail should be provided for all rejected transactions from the system and should be timeously communicated with the relevant officials for action.
- 4.13 All interest earned on the group account must be reflected on the respective or relevant Exchequer month end bank statements and should not be reflected in the subsequent month's bank statement.
- 4.14 Bidder must demonstrate their accessibility to the electronic file containing all provincial departments credit transfer payments (i.e. cashbook file) in line with BAS Notice 17 of 2010.
- 4.14.1 In this respect, the bidder should sponsor a fully functional electronic payment system, which must be aligned to the National Treasury and SITA protocols in terms of the above notice, for payments above R1 million and R5 million on BAS and PERSAL.
- 4.14.2 The system should be fully automated, however there should be an option for departments to submit manual credit transfers to the bank, subject to the prior approval of Provincial Treasury in the event of system challenges.
- 4.14.3 The printing of the credit transfers by provincial departments will be suspended, unless so required by the Provincial Treasury through the National Treasury to address the system challenges.
- 4.15 A detailed report of transactions should be provided after each disbursement, whether it is BAS or PERSAL disbursement.
- 4.16 The provision of adequate banking services including the acceptance of deposits, the processing of all Electronic Funds Transfers (EFT) i.e. less than R1 million and foreign exchange services.
- 4.17 **Virtual Travel Lodge Card (Credit Card) Services**
- 4.17.1 The ECPT has an online travel booking system through a third party (Travel Management Company) that renders travel management services. The payments for these services are made using a virtual travel lodge card. It must be noted that this specific service (virtual travel lodge card) will be managed separately from the commercial banking services and will not form part of any meetings or reports related to commercial banking services.
- 4.17.2 All the travel lodge card transactions will be managed by supply chain management unit (SCMU) and Financial Management of the participating department.
- 4.17.3 The travel lodge card is not mandatory but optional for use by other Provincial Departments and will be limited to the contract period regardless of the activation date thereof. Each participating department will be liable for the settlement of the used funds from the virtual travel lodge card.

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4.17.4 The successful bidder will be required to provide ECPG with efficient and effective electronic/virtual travel lodge card (credit card) services that will enhance the payment of services provided by the TMC, which includes but not limited to the following:

**Table 1**

Item No.	Service Category
4.17.4.1	Accommodation – Domestic
4.17.4.2	Accommodation – International
4.17.4.3	Accommodation – Regional
4.17.4.4	Transfers – Domestic
4.17.4.5	Transfers – International
4.17.4.6	Transfers – Regional
4.17.4.7	Bus/Coach bookings
4.17.4.8	Train - Regional & International
4.17.4.9	Venue & Facilities /Conferences/Events
4.17.4.10	After Hours Service
4.17.4.11	Parking bookings
4.17.4.12	Insurance (International Travellers)
4.17.4.13	Insurance (Regional Travellers)
4.17.4.14	Insurance (Domestic Travellers)
4.17.4.15	Forex Services
4.17.4.16	Visa Assistance (Provision of documents and advice)
4.17.4.17	Courier Services for travel documentation
4.17.4.18	Changes to bookings
4.17.4.19	Car hire fuel card

## 5. EXPECTED DELIVERABLES

The above scope of work for transactional and electronic banking services for the ECPG portfolio will be tested during the term of contract through the following expected deliverables:

**Table 2**

SCOPE OF WORK	EXPECTED DELIVERABLE
5.1 Transactional banking consists of the following services:	<ul style="list-style-type: none"> <li>Timeous information on unknown transactions in the ECPG accounts to minimize accumulation of uncleared items in the accounts</li> </ul>
5.1.1 One Main Exchequer Bank Account (PRF) that is used for all provincial	<ul style="list-style-type: none"> <li>Open and activate Exchequer Account that can handle very large transaction volumes, consisting of payments above R5 billion a month</li> </ul>

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SCOPE OF WORK	EXPECTED DELIVERABLE
receipts of Voted Funds and transfer same to PMG accounts.	
5.1.2 Paymaster General Accounts (PMG's) for provincial departments to transact (approximately 15 accounts).	<ul style="list-style-type: none"> <li>• Open and activate PMG accounts for the Provincial Departments</li> <li>• Electronic statements of bank charges for each PMG account at the month end, reflecting different categories of bank charges</li> </ul>
5.1.3 One control account for Group Interest Received.	<ul style="list-style-type: none"> <li>• Open and activate Interest account that will receive Interest Income for the ECPG portfolio on monthly basis</li> <li>• The Interest Income must be cleared monthly back to the Exchequer Account for proper accounting purposes</li> </ul>
5.1.4 Approximately, 100 Sub-accounts (when required) mainly for Revenue Management (Deposits) and sweeping daily into the PMG Account.	<ul style="list-style-type: none"> <li>• Open and activate sub-accounts with a Sweeping Facility that will sweep all deposits into the Main PMG Account daily</li> <li>• Sub-account fees must be charged in the PMG account</li> </ul>
5.2 Daily support on operational activities through a Relationship Management Team.	<ul style="list-style-type: none"> <li>• Relationship Management team must be located within the Buffalo City Metropolitan Municipality (BCMM)</li> <li>• Extensive knowledge of Public Sector Banking with a minimum of five years of experience for the Account Executive</li> </ul>
5.3 Bank Statements to enable the ECPG to reconcile its banking activities.	<ul style="list-style-type: none"> <li>• Daily Electronic Bank Statements reflecting details of all transactions and bank charges for all accounts held with the bank</li> <li>• Historical bank statements are readily available and accessible, unless legislated to do so within a specific timeframe</li> <li>• Supporting documents for all transactions in the bank statements</li> </ul>

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SCOPE OF WORK	EXPECTED DELIVERABLE
	<ul style="list-style-type: none"> <li>• Retention period of six calendar months after contract expiry</li> <li>• Statements archived with all supporting documents for a period of five years after contract expiry</li> </ul>
<p>5.4 Notional Set-Off that will consolidate all the accounts in ECPG portfolio and provide a group interest income, setting off any debit balances.</p>	<ul style="list-style-type: none"> <li>• Daily Consolidation of the ECPG portfolio balances (debit &amp; credit balances) to ascertain the interest income and</li> <li>• Set-off facility wherein all overdrawn accounts are set-off by positive balances in the group and interest calculated on credit balances.</li> </ul>
<p>5.5 Lifting and updating of Limits as and when required for the transactions.</p>	<ul style="list-style-type: none"> <li>• An agreement on the BANKSERVE settlement facilities of about R7 billion (current budget volumes adjusted annually)</li> <li>• Telephonic and electronic notification of exceeded limits to the ECPG appointed officials to avoid transaction rejections</li> <li>• Process to review limits upon receipt of the data files from National Treasury (for BAS and PERSAL related transactions)</li> </ul>
<p>5.6 Foreign Exchange Services when required for the ECPG purposes.</p>	<ul style="list-style-type: none"> <li>• Electronic Foreign Exchange rate information made available when needed</li> <li>• Provide a dedicated foreign exchange consultant to handle and process ECPG's FX timeously</li> </ul>
<p>5.7 Audit trail (i.e. lost remittances) to enable the ECPG to recover duplicate payments or fraudulent or unauthorized transactions in the portfolio.</p>	<ul style="list-style-type: none"> <li>• Must assist the ECPG in recovering duplicate payments or fraudulent or unauthorized transactions in the accounts</li> </ul>
<p>5.8 Card Merchant Services to minimize usage of cash as and when requested by the ECPG.</p>	<ul style="list-style-type: none"> <li>• Provide Point of Sale devices and ultraviolet scanners as and when required by the ECPG</li> </ul>

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SCOPE OF WORK	EXPECTED DELIVERABLE
<p>5.9 Compatible Electronic Banking Services that interfaces with government transversal systems and sub-systems (BAS &amp; PERSAL on a daily, weekly and monthly basis).</p>	<ul style="list-style-type: none"> <li>• Provide a reliable and up-time electronic banking infrastructure system that interfaces with governmental transversal systems</li> <li>• Provide an electronic Cash Management Single Entity set-off facility, to facilitate the electronic calculations by the bank of the aggregate interest to be paid in respect of the ECPG portfolio as set out in the Single Entity Set-Off Agreement</li> <li>• Install a secure Internet Banking solution (in line with minimum security standards) to enable the ECPG to transfer between its portfolio of accounts, Exchequer to PMG's</li> <li>• Implement a system with the ability to effect real time transfers, with built-in security features that will prevent unauthorized movement of funds and cyber-attacks</li> <li>• The system must include audit trail reports which records all additions, amendments, authorization of transfers and the date and time of each transaction</li> <li>• Provide training to the ECPG Officials on the electronic banking system and other operational processes</li> <li>• Internet banking access times to be restricted from 7h30 to 17h00 between Monday and Friday, with no access during Public Holidays and Government Compulsory leave days</li> <li>• Register all ECPG Users for Internet Banking usage with departmental Users limited to viewing and downloading statements only</li> <li>• Provide ECPG with access to view and always download statements electronically</li> <li>• Processes and controls that will be able to identify operational risk and combat fraud in</li> </ul>

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SCOPE OF WORK	EXPECTED DELIVERABLE
	<p>accordance with South African code of Banking Practice</p> <ul style="list-style-type: none"> <li>• Have a dedicated official (s) from the bank to perform administrative functions (for example, the resetting of passwords, creating and maintaining user profiles etc.) for the electronic banking system for all ECPG users</li> </ul>
<p>5.10 Transactions to be cleared timeously in the bank account when submitted for payment.</p>	<ul style="list-style-type: none"> <li>• Provide audit trail report confirming all payments processed and not processed by the bank</li> <li>• An audit trail should be provided for all rejected transactions from the system and should be timeously communicated with the relevant officials for action</li> <li>• A detailed report of transactions should be provided after each disbursement, whether it is BAS or PERSAL disbursement</li> </ul>
<p>5.11 All interest earned on the group account must be reflected on the respective or relevant Exchequer month end bank statements and should not be reflected in the subsequent month's bank statement.</p>	<ul style="list-style-type: none"> <li>• Interest earned for any particular month must be shown on that month-end's bank statement. (i.e. should form part of the month end closing balance)</li> </ul>
<p>5.12 Bidder must demonstrate their accessibility to the electronic file containing all provincial departments credit transfer payments (i.e. cashbook file) in line with BAS Notice 17 of 2010.</p>	<ul style="list-style-type: none"> <li>• In this respect, the bidder should sponsor a fully functional electronic payment system, which must be aligned to the National Treasury and SITA protocols in terms of the above notice, for payments above R1 million and R5 million on BAS and PERSAL.</li> <li>• The system should be fully automated, however there should be an option for departments to submit manual credit transfers to the bank, subject to the prior approval of Provincial Treasury in the event of system challenges.</li> </ul>

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SCOPE OF WORK	EXPECTED DELIVERABLE
	<ul style="list-style-type: none"> <li>• The printing of the credit transfers by provincial departments will be suspended, unless so required by the Provincial Treasury through the National Treasury to address the system challenges.</li> <li>• <b>TECHNICAL CAPABILITIES:</b> <ul style="list-style-type: none"> <li>➤ Pay electronic bank transfers (EBTs) below R1 million.</li> <li>➤ Pay credit transfers electronically above R1 million and R5 million on BAS and PERSAL respectively, using an automated payment system in line with NT BAS Notice 17 of 2010.</li> <li>➤ Verify/validate the account numbers and name of the account holders</li> <li>➤ Identify and correct erroneous transactions</li> <li>➤ Provide for batch processing either consolidated or itemized.</li> <li>➤ Provide for transaction limit and monitoring.</li> <li>➤ Allow provincial government to electronically:                             <ul style="list-style-type: none"> <li>○ Transact/transfer between the province envisaged banking accounts.</li> <li>○ Maintain departmental sub-PMG account for petty cash accounts, that will be swept through the main departmental PMG account, where necessary or any other alternative arrangement.</li> </ul> </li> </ul> </li> </ul>

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SCOPE OF WORK	EXPECTED DELIVERABLE
	<ul style="list-style-type: none"> <li>○ Maintain individual sub-accounts for each provincial department when required.</li> <li>○ Provide tracking information of deposits/electronic transfers.</li> <li>➤ Render consolidated cash management functions for the province.</li> <li>➤ Provide necessary training for ECPG officials on the automated payment system, including risk management and mitigation issues thereof.</li> </ul>
<p>5.13 The provision of adequate banking services.</p>	<ul style="list-style-type: none"> <li>• The acceptance of deposits</li> <li>• Amendment of authorised signatories</li> <li>• Opening new bank accounts for the ECPG.</li> <li>• The processing of all EFTs (i.e. less than R1 million)</li> <li>• The provision of deposit books</li> <li>• Point of sale devices (i.e. speed points).</li> </ul>
<p>5.14 <b>Virtual Travel Lodge Card (credit card) services</b></p> <p>Electronic/virtual Travel Lodge Card pays for the ECPG’s travel arrangements, air travel domestically and internationally tickets, car rental, land arrangements i.e. rented, accommodation, venues and facilities charges and other travel-related expenses.</p>	<ul style="list-style-type: none"> <li>• <b>Streamline travel costs</b> Travel Lodge Card that consolidates and sorts of multiple transactions into one comprehensive, simple, and clear monthly statement.</li> <li>• <b>Convenient and ease of use</b> Travel Management Company (TMC) keeps the lodge card to pay for all related travel expenses of a participating department within the ECPG.</li> <li>• <b>Provide transparency</b> Bidder to track all airline, car rental and accommodation expenses through a detailed monthly statement and reconciliation.</li> <li>• <b>Added value</b> Provide extra benefits inclusive of Lost Card Protection, comprehensive insurance cover.</li> </ul>

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SCOPE OF WORK	EXPECTED DELIVERABLE
	<ul style="list-style-type: none"> <li>• <b>How the electronic/virtual card should work</b> <ul style="list-style-type: none"> <li>➤ The electronic/ virtual Travel Lodge Card resides with the ECPG's designated TMC</li> <li>➤ ECPG books its travel arrangements through its designated TMC</li> <li>➤ The travel Booker makes the booking through online system owned by the TMC and the TMC charges tickets to the Travel Lodge Card; an invoice is sent to the ECPG's travel administrator</li> <li>➤ The Travel Lodge Card statement is also sent to the ECPG's travel administrator</li> <li>➤ The individual Department pays all transactions on the consolidated statement within 30 days of the invoice and statement date</li> <li>➤ Any refunds must be processed through the individual department's TMC.</li> </ul> </li> <li>• <b>Payments or charges</b> <ul style="list-style-type: none"> <li>➤ Payment of Airline:                             <ul style="list-style-type: none"> <li>➤ Immediate payment of Air Ticket</li> <li>➤ Expenditure reflects on the statement real-time</li> <li>➤ TMC will generate an invoice. Payment of Land Arrangement (Accommodation; Rented Car and Shuttle:                                     <ul style="list-style-type: none"> <li>➤ On receipt of invoices with all supporting documents from third party Bidders, the TMC will swipe the card for payment</li> <li>➤ TMC will generate invoices</li> <li>➤ TMC will reconcile the Statement from the Bank with invoices then submit to the ECPG</li> </ul> </li> </ul> </li> <li>➤ Workshop; Conference and Events</li> </ul> </li> </ul>

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 RAYND PELE



SCOPE OF WORK	EXPECTED DELIVERABLE
	<ul style="list-style-type: none"> <li>➤ Payment of required upfront deposit or full payment</li> <li>➤ Payment on receipt of the final invoice from bidder.</li> <li>➤ Generate the invoice and reconcile with Bank Statement</li> <li>➤ Payment of the Bank</li> <li>➤ The ECPG will verify the statement and invoices for correctness</li> <li>➤ Prepare the payment to bank</li> <li>➤ The bank will invoice the ECPG for the bank transaction fees.</li> <li>➤ The ECPG will pay the bank as per the invoice received</li> </ul> <ul style="list-style-type: none"> <li>• <b>Data and Expense Management</b> <ul style="list-style-type: none"> <li>➤ The ECPG should be able to view, manage and administer all ECPG corporate travel data in a centralised online reporting system.</li> <li>➤ The system should provide the full picture of Travel Lodge Card expenditure on one platform at any time, for ECPG convenience, control, and reconciliation purposes.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>The successful bidder must provide the following:</b> <ul style="list-style-type: none"> <li>➤ An efficient and cost-effective travel lodge card (credit card) account administration service.</li> <li>➤ Contingency plans to mitigate operational risk and fraud.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Decentralized responsibility</b> <ul style="list-style-type: none"> <li>➤ Each department will have its own virtual travel lodge card for its travel needs, giving them direct control over bookings and spending for their specific requirements</li> </ul> </li> </ul>

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SCOPE OF WORK	EXPECTED DELIVERABLE
	<ul style="list-style-type: none"> <li>➤ Each department will conduct its own reconciliation of the expenses charged to its virtual travel lodge card ensuring that all transactions are accounted for and correctly matched to travel bookings</li> </ul>

## 6. SALIENT FEATURES

- 6.1 Demonstrate that the branch network and distribution footprint is adequate to service ECPG needs, including accessibility to remote areas. Bidders must provide their representation within Eastern Cape Province by indicating the following:
- Location (city, town, township)
  - Number of branches, subbranches, agencies
  - Number of Automated Teller Machines (ATM) located within the boundaries of Eastern Cape. Provision of portable or mobile banks.
- 6.2 Details of branch which will be designated as the home branch of ECPG's main bank account, including:
- Name and physical location
  - Management structure names and positions
  - Foreign exchange (FX) supply and availability
  - Organogram and qualifications of the team including levels and designations.
  - In-branch (at a management team level) deployed team must consist of a minimum of three individuals.
  - In-branch deployed team members must have a minimum of 5 years in public sector banking experience.
- 6.3 IT Systems back-up facilities. Highly secured IT systems to cater for sensitive data. The system should be able to back up data in a secure network and should be retrievable.
- 6.4 Client training programmes and facilities. A close working relationship with government departments in terms of skills transfer and related banking services. In this instance, the bid proposal should demonstrate innovation, high quality value-added solutions and pro-activeness to capacity building and skills transfer to the relevant officials of the provincial administration.

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## 7. FUTURE DEVELOPMENTS

- 7.1 Banking and financial systems processes and procedures will evolve, develop, and change during the term of the contract. Bidders must indicate their ability and willingness to participate in these developments and implementation.
- 7.2 When the need arises that the Bidder must evolve, develop or change processes and procedures, the ECPT must be informed well in advance of the impact. The bidder should also present their Change Control Processes.

## 8. IMPLEMENTATION / PROJECT METHODOLOGY

- 8.1 The bidder must provide a detailed implementation plan and processes for the required bank accounts and services as outlined above. The plan must include details of the transfer of business services from the current service provider to the successful bidder's operations. The bidder must provide details of the dedicated team and Project Implementation Manager, including their curriculum vitae (CVs), for the following services:
- All-inclusive seamless installation of all solutions.
  - Transactional banking solutions.
  - Electronic banking solutions.
  - Employee personal preference package solutions.
- 8.2 The Project Implementation Manager must amongst others:
- Ensure correct set up and optimization of the cash management system.
  - Identify all additional systems interface requirements for electronic statements and electronic fund transfers.
  - Identify additional Cash Management, Payments Management and Internet Banking access requirements across the ECPG including the institutional and remote requirements and the installation thereof.
  - Liaise with Provincial Treasury officials regarding interfaces with the ECPG business application and text files that can be imported into other applications.
  - Identify, in consultation with ECPT, all access levels, authorities, profiles and limits for staff requiring access to the electronic banking systems.
  - Ensure that all administrative and legal documentary requirements and the signing thereof are complied with.
  - Identify the training requirements of ECPG staff and arrange the necessary training in consultation with ECPT.

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- Provide all User Manuals, Standard Operating Procedures and other relevant documents for their systems.

## 9. SOCIAL RESPONSIBILITY AND DEVELOPMENTAL ISSUES

9.1 Bidders are required to respond and demonstrate how they will assist ECPG to realise its goals of transformation and modernization. The ECPG will give preference to enter into a contract with a bidder who displays ongoing commitment to the government's socio-economic policies and objectives.

9.2 The following are the nine integrated programs areas for the province:

9.2.1 Inclusive Early Childhood Development and Learner Attainment

9.2.2 Transformation, Governance and Municipal support

9.2.3 Social cohesion, moral regeneration, community safety & GBVF

9.2.4 Anti-poverty & Sustainable livelihoods

9.2.5 Infrastructure, human settlements & broadband

9.2.6 Food security, land reform & agriculture and commercialization

9.2.7 Inclusive economic growth

9.2.8 Non-communicable diseases, mental health & social determinants of health

9.2.9 Youth development, skills development & training for the economy.

9.2.10 Supporting of Small Medium Micro Enterprises (SMMEs) within the Eastern Cape.

9.3 The release of CSI funding to be done in line with the following pre-determined criteria:

- Provide support to vulnerable communities through food donations, hygiene and sanitation products.
- Empower youth with training and tools that they need for employment and entrepreneurship in the workplace of the future.
- Provide any other support for corporate social responsibilities.

## 10. COMMUNICATION AND REPORTING

10.1 The successful bidder on award of the bid will be expected to communicate with the ECPG on a quarterly basis, in line with the ECPG financial year reporting, on all the expected deliverables as will be stipulated in the SLA. Quarterly reports on all deliverables identified in the SLA, as well as Ad-hoc reports as and when required by the ECPG.

10.2 The bidder should note that ECPG has zero tolerance to any fraudulent /error emanating from its interactions with the bidder and therefore the contract will be cancelled with immediate effect.

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## 11. DURATION OF THE CONTRACT

11.1 ECPG will award the contract for the period of sixty (60) months. A contractual agreement in the form of a Service Level Agreement between ECPG and the successful bidder must be in place.

## 12. SPECIAL CONDITIONS OF THE BID

Bidders must comply with all the requirements listed below:

12.1 Bidders must submit a letter from the National Treasury confirming that they are a bank registered in South Africa in compliance with Section 7(2) (a) of the PFMA. ECPT will verify this information with the National Treasury.

12.2 Bidders must provide a detailed description of their capability to supply compatible electronic systems that can:

12.2.1 Interface with Government's Financial Systems (BAS and PERSAL) for reconciliation purposes and

12.2.2 Process electronic bank transfers of amounts below R1 million.

12.3 Bidders must submit at least one (1) reference letter from National Treasury or any Provincial Treasury confirming that they have a fully functional automated payment system compliant with BAS Notice 17 of 2010.

12.4 Bidders must fully complete the Pricing Schedules (**Annexure A and B**).

12.5 Bidders must submit Curriculum Vitae (CVs) of the **Relationship Management Team** confirming the following positions and relevant experience:

**12.5.1 Account Executive/Relationship Manager/Relationship Executive/Public Sector Provincial Manager** - minimum of five years' experience in the Public Sector Banking environment.

**12.5.2 Back-office support staff** - minimum of three years' experience in the Public Sector Banking environment.

**12.5.3 Internet Banking Specialist** - minimum of five years' experience in the Public Sector Banking environment.

12.6 Bidders must submit the CV of the **Project Implementation Manager** indicating a minimum of five (5) years' project management experience in implementing Public Sector Banking services. The CV must include at least two (2) contactable references.

12.7 Bidders must submit proof of membership with the South African Banking Risk Information Centre (SABRIC). ECPT will verify this requirement with SABRIC.

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12.8 **Location:** Bidders must have at least one fully functional branch within Bhisho, East London or Qonce (King Williams Town). **Proof of branch location must be provided by way of a Valid Lease Agreement or Municipal Utility Bill.**

**NOTE: FAILURE TO COMPLY WITH ALL OF THE ABOVE REQUIREMENTS WILL RESULT IN DISQUALIFICATION.**

### 13. BID PRICING STRUCTURE

The following terms and conditions must strictly be adhered to by all bidders:

- 13.1 The pricing schedule templates are attached indicating the immediate ECPG transactional volumes **(See attached Annexure A and B)**. The pricing shall be fixed for the first two years of the contract and thereafter escalate in accordance with the applicable period's CPIX for the financial services sector.
- 13.2 The total bid price must be reflected on the ECBD 3.1.
- 13.3 All rates must be VAT Inclusive where applicable.
- 13.4 Bidders must quote firm prices from the commencement date 04th of May 2026.

### 14. EVALUATION CRITERIA

In terms of the Preferential Procurement Regulations (PPR), 2022 pertaining to the Preferential Procurement Policy Framework Act (PPPFA), 2000 (Act 5 of 2000), responsive bids will be evaluated by the Department on the 80/20 -preference point system in terms of which points are awarded to bidders on the basis of:

- a) Bid price (maximum 80 points)
- b) Specific goals (maximum 20 points) as per the table below:

Preference point system in terms of which points will be allocated to prospective bidders:				80 / 20
Points for Price				80 Points
Points for Specific Goals				20 Points
Specific Goals	Measurements	Points allocated in terms of this bid / price quotation	Points breakdown	Evidence required to substantiate the claimed points:
	100% owned	10	10	Proof of ownership:
	60% to 99% owned		6	

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**TERMS OF REFERENCE FOR THE PROVISION OF COMMERCIAL BANKING SERVICES TO THE EASTERN CAPE PROVINCIAL GOVERNMENT  
(ECPG) FOR A PERIOD OF SIXTY (60) MONTHS**

1. Women owned entities:	59% and below		4	Share Certificate / Employee Share Scheme / Share Register / Trusts.
2. Youth owned entities:	51% to 100% owned	6	6	Copy of the Identity document (ID)
	50% and below owned		3	
3. Entities owned by people with disabilities.	Scores will be allocated proportionately depending on the ownership	4	4	Proof of disability: medical certificate from the registered medical doctor.
<b>Total points for Price and Specific Goals</b>				<b>100</b>

**Please Note: Bidders who wish to claim points for Specific goals MUST:**

- a) Complete the attached ECBD 6.1.
- b) Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed.
- c) The ECPT reserves the right to request a bidder, before a bid is awarded or at any time to substantiate any claim with regards to preferences, in any manner required by the ECPT.

**15. POPIA STATEMENT**

15.1 ECPT will process all information submitted by the bidder (Respondent) in terms of the requirements contemplated in Section 4(1) of the POPIA:

- Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
- The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this BID, the Responsible party is "ECPT" and the Data subject is the "Respondent". ECPT will process personal information only with the knowledge and authorization of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exemptions contained in the POPIA.
- ECPT reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this BID and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning ECPT.

15.2 In responding to this bid, ECPT acknowledges that it will obtain and have access to personal information of the Respondent. ECPT agrees that it shall only process the

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information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. ECPT further agrees that in submitting any information or documentation requested in this bid, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by ECPT and/or its authorised appointed third parties.

15.3 Furthermore, ECPT will not otherwise modify, amend, or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, ECPT requires the Respondent to process any personal information disclosed by ECPT in the bidding process in the same manner.

## 16. NEGOTIATIONS

16.1 The ECPT reserves the right to negotiate with the recommended bidder before the award of this bid.

## 17. SUBMISSION OF BIDS

17.1 Bid documents may either be posted to ECPT, Private Bag X0029, Bhisho, 5605 (preferably registered mail) OR deposited in the tender box situated at ECPT Supply Chain Management Unit, Shop 7, Standard Bank Building, corner of Phalo Avenue and Independence Avenue before the closing date and time.

17.2 Bid documents will only be considered if received by ECPT before the closing date and time, regardless of the method used to send or deliver such documents to ECPT.

## 18. LATE BIDS

18.1 Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder where we have return address.

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## 19. COMPULSORY BRIEFING SESSION

19.1 Bidders must please note that there will be a pre-bid briefing session. Any bidder, consortium or joint venture that fails to attend the compulsory pre-bid briefing session will be **DISQUALIFIED**. The details of the pre-bid briefing are as follows:

Date : .../.../2025  
Venue: Virtual Meeting  
Time: 10:00am

## 20. COMMUNICATION

All communication or correspondence concerning this bid should be directed as follows:

<b>With regards to Terms of Reference:</b>	<b>With regards to SCM Information</b>
Ms G. Thomas	Mr. M. Mququ
Financial Asset Management	Supply Chain Management Unit
Provincial Treasury	Provincial Treasury
Bhisho	Bhisho
email: <a href="mailto:gincy.thomas@ectreasury.gov.za">gincy.thomas@ectreasury.gov.za</a>	email: <a href="mailto:mzuvukile.mququ@ectreasury.gov.za">mzuvukile.mququ@ectreasury.gov.za</a>
	<b>All enquiries related to the travel lodge card can be directed to Mr. M Mququ.</b>



MR A. REDDY  
CHAIRPERSON: BID SPECIFICATION COMMITTEE

04/11/2025

DATE

APPROVED/~~NOT APPROVED~~



MR D. MAJEKE  
HEAD OF DEPARTMENT

08/11/2025

DATE

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ANNEXURE A: PRICING SCHEDULE FOR THE PROVISION OF COMMERCIAL BANKING SERVICES

				Bid price in SA currency (Bid price must be inclusive of VAT)		
No.	Services	Description of Services	Quantity Sample per month unless otherwise indicated	Charge per transaction Including VAT	Total Price of Item times monthly Quantities	Total Contract Price including VAT
<b>TRANSACTION FEES</b>						
1.	Deposit	<ul style="list-style-type: none"> <li>▪ Cash (R100-00)</li> <li>▪ Cardless and Electronic</li> </ul>	500 deposits 3000			
2.	Unpaid Items	<ul style="list-style-type: none"> <li>▪ Inward - Unpaid</li> <li>▪ Outward - Unpaid</li> </ul>	30 30			
3.	Point of Sale devices	<ul style="list-style-type: none"> <li>▪ Rental</li> <li>▪ Transaction cost</li> <li>▪ Swiping machine</li> </ul>	150 devices			
4.	Ultraviolet scanners	<ul style="list-style-type: none"> <li>▪ Money scanners</li> </ul>	100 devices			
5.	Payments	<ul style="list-style-type: none"> <li>▪ EFT and BCT (flat rate)</li> <li>▪ Nominated accounts (inclusive of import files)</li> <li>▪ Inter group transfers from Exchequer to PMG</li> <li>▪ Real time payments (swift)</li> </ul>	500 000 1640 220 220			
6.	Pre encoded deposit books	<ul style="list-style-type: none"> <li>▪ Supply and distribution of unique pre – numbered deposit books</li> </ul>	132 deposit taking institutions			
7.	Recalls via the Central payment system	<ul style="list-style-type: none"> <li>▪ Day of Payment</li> <li>▪ Two Days before Payment</li> </ul>	150 150			
8.	Request for old bank statements	<ul style="list-style-type: none"> <li>▪ Less than six months</li> <li>▪ Older than twelve months</li> </ul>	50 50			
9.	Provisioning of software	<ul style="list-style-type: none"> <li>▪ Licensing fees</li> <li>▪ User maintenance:                             <ul style="list-style-type: none"> <li>- Creation (new)</li> <li>- Updating existing user profile</li> <li>- Reset password</li> </ul> </li> </ul>	50 core systems users 50 50 10			



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BID PRICE IN SA CURRENCY (Bid price must be inclusive of VAT)						
No.	Services	Description of Services	Quantity Sample per month unless otherwise indicated	Charge per transaction Including VAT	Total Price of Item times monthly Quantities	Total Contract Price including VAT
<b>TRANSACTION FEES</b>						
		- Re-issue password	10			
10.	Internet Banking Training	▪ Internet Banking system for users	120 core system users			
11.	Foreign transaction fees (handling fees)	▪ Foreign transaction	20			
12.	Other Services/ fees	▪ Daily Bank Statements ▪ Monthly Service fees	14 14			
		▪ Verification of: - Supplier's banking details - Employees' banking details	47 000 140 000			
13.	Electronic Bank Credit Transfers (BCT) Interface	▪ Internet Banking BCT Interface	150			
<b>SUB-TOTAL FOR TRANSACTION FEES FOR 24 MONTHS (FIXED)</b>						

NB: The volumes indicated above are for pricing purposes only and are subject to fluctuation.

<b>VIRTUAL TRAVEL LODGE CARD COSTS (from Annexure B)</b>			
No.	Services	Total Annual Cost from Annexure B	Total Cost for 24 months
14.	Virtual Travel Lodge Card (from Annexure B)		
<b>SUB-TOTAL FOR VIRTUAL TRAVEL LODGE CARD COSTS INCLUDING VAT FOR 24 MONTHS</b>			

CREDIT INTEREST INCOME - ECPG PORTFOLIO						
No.	Services	Description of Services	Daily Minimum Balance	Credit Interest Rate%	Total Credit Interest Income per Month	Total interest income for 24 months
15.	Credit Interest Rate (based on the notional set-off of the accounts)	▪ Interest Income	R150 000 000 (One Hundred and Fifty Million)			
<b>SUB-TOTAL FOR INTEREST INCOME FOR 24 MONTHS</b>						

NB: The ECPG notes that the credit interest income is based on the Prime Rate and thus cannot be fixed on the 24 months, however for the purpose of evaluation, a period of 24 months will be utilised.

SUMMARY – ANNEXURE A		Total for 24 months
Service		
Credit Interest Income (No. 15)		
Less:	Transaction Fees (No. 1 to 13)	
Less:	Virtual Travel Lodge Card Costs (No. 14)	
<b>GRAND TOTAL INCLUDING VAT (INTEREST INCOME LESS FEES/COSTS)</b>		

BIDDERS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



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**ANNEXURE B: PRICING SCHEDULE FOR THE PROVISION OF VIRTUAL TRAVEL LODGE CARD**

Name of Bidder:				Bid No:	
<b>Bid price in SA currency</b>					
No.	Description	Unit Cost	Frequency / Volume	Rates Per Annum	
	Virtual Card				
<b>Rand Based Costs</b>					
1	Monthly Admin / Account Fee in Rands		12	R	
2	Card Issuance Fee (Annual) in Rands for 1 Card		1	R	
3	Credit Facility Service Fee (Monthly) in Rands		12	R	
4	Transaction Fee (per transaction) in Rands		1 000	R	
5	Incorrect Disputed Transaction Fee (per transaction) in Rands		50	R	
6	SMS Fee (Bundle of 1 000) Annually in Rands		1	R	
7	Other Fees: Rand Based (Specify)			R	
(i)				R	
(ii)				R	
(iii)				R	
(iv)				R	
(v)				R	
<b>Sub-Total (Rand Based)</b>				R	
<b>Percentage Based Costs</b>					
	Annual Interest Charged Fee on Credit Facility (Applicable after the grace Period) (% Percentage)		R400 000		
	Forex Transaction Fee (Please indicate maximum chargeable fee if applicable) (% Percentage)		R100 000		
8	Annual Interest Charged Fee on Credit Facility			R	
9	Total Forex Transaction Fee			R	
<b>Sub-Total (Percentage Based)</b>				R	
<b>TOTAL ANNUAL COST EXCLUDING VAT</b>				R	
<b>TOTAL ANNUAL COST INCLUDING VAT</b>				R	



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TOTAL (ALL INCLUSIVE) (To Annexure A)	R
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*NB: The volumes indicated above are for pricing purposes only and are subject to fluctuation.*

BIDDERS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



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