



ELIAS MOTSOLEDI

LOCAL MUNICIPALITY

EMLM 18/2026

APPOINTMENT OF A BANKER TO PROVIDE BANKING SERVICES FOR A PERIOD OF 60 MONTHS

CLOSING DATE:	20 MARCH 2026	TIME	11H00
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NAME OF TENDERER / BIDDER	
TOTAL BID PRICE	
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
TOTAL SPECIFIC GOALS POINTS	
CONTACT PERSON	
TELEPHONE NUMBER	
EMAIL ADDRESS	

ENQUIRIES REGARDING BID PROCEDURES		TECHNICAL ENQUIRIES	
MANAGER: SUPPLY CHAIN MANAGEMENT		CJ MTSWENI	
VE MASILELA		MANAGER: EXPENDITURE	
TEL. NUMBER	TEL.013 262 3056	TEL. NUMBER	013 262 3056
TENDER ISSUED BY			
SUPPLY CHAIN MANAGEMENT UNIT			
ELIAS MOTSOLEDI LOCAL MUNICIPALITY			
P.O. BOX 48, GROBLERSDAL, 0470		TEL. NUMBER	013 262 3056

NB: ANY OBJECTIONS OR COMPLAINTS IN RESPECT WITH THIS TENDER SHOULD BE LODGED WITHIN 14 DAYS OF THE ADVERTISEMENT

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

TENDER DETAILS						
TENDER NUMBER	EMLM 18/2026					
TENDER TITLE	APPOINTMENT OF A BANKER TO PROVIDE BANKING SERVICES FOR A PERIOD OF 60 MONTHS					
CLOSING DATE	20 MARCH 2026		CLOSING TIME		11H00	
SITE MEETING	DATE	N/A	TIME	N/A	COMPULSORY	NO
SITE MEETING ADDRESS	N/A					
CIDB GRADING REQUIRED	N/A		LEVEL AND CATEGORY		N/A	
TENDER DOCUMENT FEE	R1000.00(if collecting from the Municipality) Free when uploading from e-tender portal		PREFERENCE POINT SYSTEM		80/20	
BID BOX SITUATED AT	MAIN OFFICES, 2 ND GROBLER AVENUE, Elias Motsoaledi Local Municipality.					
OPERATING HOURS	The bid box is open during office hours, Monday to Thursday from 07h30 to 16h30. Friday from 07h30 to 13h30					
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF TENDER.				

PLEASE NOTE:

1. Prospective suppliers must be registered on CSD prior to submitting bid (open tender)
2. Tenders that are deposited in the incorrect box will not be considered.
3. Mailed, telegraphic, telex, or faxed tenders will not be accepted.
4. No late bids after closing date and time will be accepted.
5. Bids not clearly marked and unamend will not be accepted.
6. Bids may only be submitted on the bid documentation provided by the municipality.
7. No awards will be made to a person:
 - i. Who is in the service of the state,
 - ii. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state
 - iii. Who is an advisor or consultant contracted with the municipality or municipal entity

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BIDDER’S TENDER DOCUMENTATION DECLARATION CERTIFICATION

I, the undersigned, certify that the information furnished on this declaration form is correct, completed and submitted.	
NAME OF REPRESENTATIVE	
POSITION / DESIGNATION	
SIGNATURE	
DATE	



ELIAS MOTSOALEDI

LOCAL MUNICIPALITY

T1.1 TENDER NOTICE & INVITATION

TENDER NO.: EMLM 18/2026

CLOSING DATE: 20 MARCH 2026 AT 11H00

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for

APPOINTMENT OF A BANKER TO PROVIDE BANKING SERVICES FOR A PERIOD OF 60 MONTHS

Tender documents and specifications are available and can be obtained from CASHIERS OFFICE IN THE MAIN OFFICES, 2ND Grobler Avenue Groblersdal, P.O. Box 48, Groblersdal, 0470 (Tel: [013] 262 3056, at a non-refundable deposit of **R1000.00** when the bidder request/need a document from the municipality and it is free of charge when downloaded from the e-Tender Portal. Payments can be made through bank guaranteed cheque payable to the Elias Motsoaledi Local Municipality or cash.

The closing time for receipt of tenders is **20 MARCH 2026 at 11H00**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be open in public.

Any technical enquiries relating to the tender document may be directed to the **Budget & Treasury Office (Mr. CJ MTSWENI)** on 013 262 3056 or at cmtsweni@emlm.gov.za for technical assistance.

Fully completed tender documents, clearly marked "**APPOINTMENT OF A BANKER TO PROVIDE BANKING SERVICES FOR A PERIOD OF 60 MONTHS**" with "**NAME of TENDERER**" must be placed in a sealed envelope and placed in the **tender box 3** on the **2nd Grobler Avenue**, Elias Motsoaledi Local Municipality, Main Offices, Groblersdal, **by no later 20 MARCH 2026 than 11H00**. The envelope must be endorsed with number, title and closing date as indicated above.

A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Elias Motsoaledi Local Municipality where 80 points will be allocated in respect of price and 20 points in respect of Specific Goals.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

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

EVALUATION METHODOLOGY AND CRITERIA

RETURNABLE TENDER DOCUMENTS MUST BE COMPILED WITH CLEAR FILES DIVIDERS IN A NUMERICAL ORDER AS PER THE BELOW MINIMUM REQUIREMENTS

Minimum Qualifying Requirements /Compulsory Returnable Documents:

1. Fully completed and signed MBD Forms with a black ink (1; 4;5 ;6.1; 8 & 9).
2. Attach CSD registration report (**detailed report not summary report**).
3. Valid copy of CIPC registration certificate.
4. Sign any alteration on the tender document. (**NB: Not Initialed**).
5. Sign every page on the tender document. (**NB: Not Initialed**).
6. Forms must be completed and signed in Black ink.
7. Annual financial statement (**if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements - for the past three years; or since their establishment if established during the past three years**)
 1. If the PI score of a bidder is more than 350, submit audited annual financial statements.
 2. If the PI score of a bidder is below 350, submit independently reviewed annual financial statements
8. CIPC Abridged Certificate Annual returns (**Figures / Amount page**) (**NB applicable to entities that are in business for more than 12 months and must be paid before the closing date of the tender**).
9. Company Profile (**Detailing; Name of Client; Service Provided; Award Amount; Contact Person and Contact Number**)
10. **Certified Annual business license to conduct the business of the bank in terms of section 35 of the Bank Act 1990.**
11. **Attach the license from financial service conduct authority. (FSCA)**
12. Proof of Municipal rates and taxes or services charges:
 - Of the company and all of its directors not in arrears for more than 90 days or
 - Confirmation from the municipality if municipal rates and taxes are not levied (for the company and all its director(s)) as per the address on the CIPC Registration document or
 - if leasing, a signed lease agreement by the lessor and the lessee and Municipal rates in the name of the lessor for both company and director(s).
13. Original Certified copies of ID's of the Director(s) (**Certification not older than 6 months before the closing date**).
14. **In case of a Joint Venture**, Association or Consortium a formal contract agreement must be signed by both parties and be attached and the following must be adhered to:
 - All of the above requirements must be for the both entities.

NB: FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS WILL LEAD TO IMMEDIATE DISQUALIFICATION,

TENDER EVALUATION

The evaluation of the Functional Tender will be on the basis of its responsiveness. The points system indicated below will be applied.

One service provider will be appointed for this assignment;

Service providers must meet the minimum threshold. Failure to meet the threshold in any of the deliverables will result in disqualification and the service provider not being considered for phase 2 evaluation.

Bidders scoring less than 70 percent of 100 points of the Functional Tender will be deemed not responsive

The Bid Evaluation Committee of the Municipality will determine whether the Functional and Pricing Tenders are complete, i.e. whether all the items as required have been costed. If the tender is not complete, the Tender may be

rejected as not responsive.

All tenders received will be evaluated by a panel on a basis of functionality.

Phase 2: Functionality Evaluation

NUMBER	DESCRIPTION: CASH MANAGEMENT (SUBMIT A DETAILED PRESENTATION BROCHURE)	MAXIMUM POINTS AWARDED
1	Only one Business current account will be opened with the Bank. All deposit and payments will be made into and/or from the Primary Bank Account. (The bidder must include proof of business current account preferable for a municipality) <ul style="list-style-type: none">• Business current account=10 points	10
2	The Bank must be able to supply the Municipality with information pertaining to debits and credits on this account. The method of how information will be given, with the response time, must be given. <ul style="list-style-type: none">• Response time within 7 working days=05 points	5
3	Provision of web-based banking service linked to primary bank account <ul style="list-style-type: none">• System caters for multiple users= 05 points• Linking primary bank account with secondary bank account=05 points	10
4	System must allow electronic bulk payment to be loaded. <ul style="list-style-type: none">• The facility is available =10 points	10
5	Provision of Fleet cards facility <ul style="list-style-type: none">• Applicable= 20 points	20
6	Detailed project implementation plan with time frames as per implementation and training requirements in executing the contract successfully. Methodology for the protection of confidential information and ability to provide security against unauthorised debit orders. The plan must also include electronic verification and validation of ELIAS MOTSOLEDI LOCAL MUNICIPALITY's suppliers/ creditors and employees.	15
7	Public Sector experience in the field of banking <ul style="list-style-type: none">• 10 Years and above =10 points• 5 to 9 Years =05 points• 1 to 4 Years=03 points	20

	(Attach signed appointment letters and signed and stamped reference letters)	
8	Public sector banking experience of the Account Manager: <ul style="list-style-type: none"> • 5 Years and above=10 • 3 to 4 years =05 • 1 to 2 years =02 (Attach copy of CV and Certified copy of Qualification(s))	10
	TOTAL POINTS MINIMUM QUALIFYING SCORE 70 POINTS (70%)	100

Phase 3: Pricing and preference points

The 3rd phase evaluation will be on price points (80 points) and preference points (20)

: **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)
Company which at least 51% is owned by Black	10	
Locality (NB: Choose only One Applicable)	10	
Within the area of Elias Motsoaledi Local Municipality	10	
Within the area of Sekhukhune District Municipality	6	
Within the area of Limpopo Province	4	
Within the Republic of South Africa	2	
TOTAL POINTS	20	

PRICING SCHEDULE (Please complete it in detail)

Description	Charging Frequency (e.g per month/item)	2026-27 Amount including VAT R	2027-28 Amount including VAT R	2028-29 Amount including VAT R	2029-30 Amount including VAT R	2030-31 Amount including VAT R
1. Current Account Fees						
Cash deposit fee – branch						
Cash deposit fee – cash centre - bulk (manual banking and cash vault banking)						
Cash deposit fee – cash centre - bulk (cash vault banking – canister upliftment banking) – to include risk transfer						
Fixed fee per cash deposit						
Cash vault 2400 rental						
Cash vault 10,000 rental						
Cash vault 4000 rental						
Monthly device professional fees						
Cash online -						
– Subscription fee for 2 users						
– Per additional user						
Monthly admin fee						

Cash withdrawal fee						
Cheque account service fee						
Deposit correction						
Special clearances/effects not cleared upliftment						
Debit orders -						
– External						
– Internal						
– Stop payment						
Stop orders						
– Initiation, amendment or cancellation						
– Handling fee						
Over the counter inter account, and local telegraphic transfer						
Copies of deposit slips and documents						
Report and certificates -						
– Certificate of balance						
– Bank codes local						
– Bank codes national						
– Full general bank reports: local and national						

Narrative validation service - Branch deposit identifier						
Database lookup - Branch deposit identifier						
Standard deposit book fee						
2. Electronic Banking						
Basic modular fee						
Collection modular fee						
Transaction fees -						
– Same day payments						
– Same day collection						
– 1 day payment						
– 1 day payment						
– 2 days collection						
– Real time live above R5 million						
– Real time live by choice						
– Real time credits						
– Inter account transfer						
EFT unpaid						
Account verification service -						
– Same bank: account						
– Other banks: account						
Internet payment notification -						

– SMS						
– Email						
Deposit slip images						
Re-issue of password						
Amendment to global limit						
Deletion of item per line						
On-boarding and 1 st month training						
Workshop training per person						
Call out per hour (training/technical)						
Add or amend users						
Add or amend beneficiaries						
Re-issue tokens						
Renewal of certificates						
Profile cancellation fee						
Real time and near real time notification (provisional transaction information)						
Rental cash counting machines per machine						
3. Card Services						
Merchant commission charge:						
– Credit cards						
– Debit cards						
Fixed device rental						

SIM rental						
Fleet fees (limited to fuel and tolls) -						
– Fleet card fee						
– Management/Service fee						
– Interest						
– Fuel price (if pump price clearly indicate)						
4. Cash Management Interest Rate						
Current account credit interest rate						
R0 – R49,999						
R50,000 – R249,999						
R250,000 – R499,999						
R500,000 – R999,999						
R1,000,000 – R1,999,999						
R2,000,000 – R7,499,999						
R7,500,000 – R19,999,999						
R20,000,000 – R49,999,999						
R50,000,000 – R99,999,999						
R100,000,000 – R99,999,999,999						
5. Additional cost						

TOTAL						

- *Bidders must advise the basis on which they would escalate prices in the future and may include any additional costs that have not been included in the pricing table.*
- *Bidders must be able to submit monthly invoices for items listed in the above pricing schedule for audit purposes.*

SUBMISSION OF INFORMATION

The proposals must be received by EMLM no later than **20 MARCH 2026 @ 11h00** on the closing date at EMLM premises:

02 Grobler Avenue

Groblersdal

0470

Further information regarding technical queries can be sent via email to: cmtsweni@emlm.gov.za

CONCLUSION:

Any false information given by the Prospective Service Provider and not meeting the minimum qualifying requirement, will lead to automatic disqualification. The council reserves the right to accept either the whole or part of any Bid, or not to appoint at all. Faxes or e-mail is not acceptable. Bidders will be required to show compliance with the New Preferential Procurement Regulation of 2022



ELIAS MOTSOLEDI

LOCAL MUNICIPALITY

TERMS OF REFERENCE

FOR

APPOINTMENT OF A BANKER TO PROVIDE BANKING SERVICES FOR A PERIOD OF 60 MONTHS

SCOPE OF THE WORK

SPECIFICATIONS:

(BANKING PRODUCTS AND SERVICES REQUIRED)

SPECIFIC REQUIREMENTS:

OBJECTIVES

Tenders are invited for the appointment of a commercial bank for the Elias Motsoaledi Local Municipality. Any local Institution registered as bank in terms of the Banks Act, No 94 of 1990, may submit a Tender. The objective is to identify the banking institution that can offer the most comprehensive services at competitive rates.

1. DELIVERABLES

The cash receiving channels/mechanisms, cash securing mechanisms; secured cash conveyance services; cash management; banking services electronic banking services and inter-account transfers and the ability to pay ELIAS MOTSOLEDI LOCAL MUNICIPALITY suppliers of goods and services and salaries and other value adding services. There must be a contract management and relationship management dedicated team to manage services being provided to ensure Services Level Agreement/s (SLA) compliance.

2. BANK ACCOUNT

In terms of the Municipal Finance Management Act, No 56 of 2003, a municipality must have a Primary Bank Account. The following monies must be paid into the Primary Bank Account.

- All revenue due to the Municipality.
 - All income received by the Municipality on its investments
 - All income received by the Municipality in connection with its interest in any municipal entity including dividends.
 - All money collected by the Municipality, entity or other external mechanism on behalf of the Municipality.
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- Any other monies as may be prescribed.

3. FINANCIAL ACTIVITIES AND INFORMATION

4.1 All payments to creditors are effected most by electronic transfers.

4.2 Cash is collected at Main office 2nd Grobler Avenue Hlogotlou and Roossenekal satellite offices. The appointed bidding must also provide the cash transit solution.

4.4 Revenue can only be received by the cashiers, EFTs and facilities for speed points

4.4.7. On average per month:

- Approximately R245 000 is deposited on daily basis and includes a combination of cash and in the Main Office and approximately R20 000. is collected in Rossenekal per month and Revenue from licensing section is approximately R60 000 per day
- 14 700 consumer accounts are sent out a monthly basis

4.4.8. The Municipality has no overdraft facility.

4.4.10. Bids must include provision for the training of staff of the Municipality relating to the implementation and management of the bank's services and must be on site at the municipality during the implementation phase. Regular meetings with the Chief Financial Officer must also be held.

4.4.11. The annual escalation in fees must be given.

4. Services Contract/s

The bidders must enclose its standard client service contract that meet the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's identified needs; detailing itemised services including individual services terms and conditions clearly specified. These are subject to further negotiation between the successful bidder/s and the ELIAS MOTSOLEDI LOCAL MUNICIPALITY and overall approval by ELIAS MOTSOLEDI LOCAL MUNICIPALITY. The contract period will be five (5) years subject to the successful bidder's performance from date of implementation i.e. **14 September 2026 to 13 September 2031.**

5. Service Level Agreement (SLA) to monitor Compliance; Performance and Good Governance

The bidder must enclose its standard client Service Level Agreement contract for the itemised services including individual services terms and conditions clearly specified. These are subject to further negotiation between the successful bidder/s and the ELIAS MOTSOLEDI LOCAL MUNICIPALITY and overall approval by ELIAS MOTSOLEDI LOCAL MUNICIPALITY to regulate the service levels to be provided with which the compliance and performance will measured, monitored, managed and reported against outputs.

Should adherence to the agreed upon standard and performance falls below agreed service levels; the ELIAS MOTSOLEDI LOCAL MUNICIPALITY reserves the right to terminate and cancel the contract in its entirety or in part.

6. Contract management / ELIAS MOTSOLEDI LOCAL MUNICIPALITY Account Management

The bidder must provide ELIAS MOTSOLEDI LOCAL MUNICIPALITY dedicated contract account managers / team with a single point of contact to ensure that banking support services, such as enquiries and confirmations of deposits are received within specified times in compliance with service level agreement e.g. within 48 hours

and any queries are resolved satisfactorily within the agreed time frames. The bidder must have a process in place for escalating unresolved issues for management's attention and resolution.

The successful bidder must enter into a Service Level Agreement (SLA) with the ELIAS MOTSOLEDI LOCAL MUNICIPALITY by no later than **14 September 2026** to manage the agreed performance and turnaround times and comply with the performance criteria as agreed with the ELIAS MOTSOLEDI LOCAL MUNICIPALITY. There shall be quarterly performance evaluation process of the successful bidder's performance to ensure that the services rendered are complying with set criteria.

The bidder must attach the support team at operations level who are dedicated to managing the ELIAS MOTSOLEDI LOCAL MUNICIPALITY contract and also relevant management levels to which unresolved issues will be escalated. The ELIAS MOTSOLEDI LOCAL MUNICIPALITY must be informed in writing as and when the successful bidder team changes.

Example of Template for completion by the bidders to be attached as Appendix 2

NAME	TITLE	ROLE DESCRIPTION	CONTACT DETAILS
	Director	Highest level of escalation	
	Middle management	Higher level of escalation	
	Executive Accounts Relations –	Single point of contact with ELIAS MOTSOLEDI LOCAL MUNICIPALITY	
	Operational level team	Provide different streams to be specified	

7. Monthly statistical management reporting and trend analysis of banking transactions including cash collection, management and handling

The successful bidders must provide by no later than the 10th monthly statistical management reports and analysis of banking transactions, cost and banking trends as agreed for the various services that are to be provided with the bidder and approved by the ELIAS MOTSOLEDI LOCAL MUNICIPALITY.

8. Appendix 1 expected submissions

It is imperative that the bidders demonstrate their competence to provide the banking services and related cash collection, management and handling. The competencies must be evidenced in the bid submissions.

a) Requirement for Section 1 bidders

Bidders must be registered in terms of the Banks Act, 1990 (Act number 94 of 1990) for banking services. The bidders must attach proof of such registration as **Appendix 1** of the bidder's bid submissions.

b) Requirement for Section 2

The bidder either be a registered bank or registered and comply with the Payment Association of South Africa (PASA) any related approved certification **legislated compliance** to handle cash e.g. South African Reserve Bank and comply with ELIAS MOTSOLEDI LOCAL MUNICIPALITY conditions. The bidders must attach proof accreditation as part of **Appendix 1** of the bidder's bid submissions.

Summary of critical expected attachments to be included as **Appendix 1** of the bidders' submission are as follows:

No	Description	Evidence
1	Bank Registration	Proof of registration
2	Payment Association of South Africa (PASA) and any related approved certification legislated compliance to handle cash e.g. South African Reserve Bank	Proof of registration and related certification
3	Innovation or new improved Information Technology system methodology	Document; cost and where implemented
4	Schedule of price increases and dates; if applicable	Provide a Confirmation schedule with reference to pricing schedule
5	Services Contract with terms and conditions	Draft Services Contract with terms and conditions
6	Service Level Agreement (SLA) with terms and conditions	SLA draft with terms and conditions
7	Dedicated Team for contact and relationship banking	Approved Structure
8	Handing over period - Certification in a letter stating that the outgoing banker and or future bankers would have no objection in assisting and cooperating with the incoming banker or bidder in implementing the new banking services, for at least 3 months prior to the date of termination of this contract, (ref 1.8.6)	Certification letter
9	Required banking products and services implementation plan with milestones and time frames to be ready for operations within 60 days of the appointment. The banking facilities and services implementation plan must be used as a map throughout the bank project implementation.	Implementation plan

	Timeframe required to successfully implementing the computer systems interface. N.B: The requirement is that the bidder's banking systems interface must be fully functional within 90 days.	
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The bidder must supply **written answers** to the following statements. This will provide banking facilities', services' and/or products' clarity and assist the ELIAS MOTSOLEDI LOCAL MUNICIPALITY to assess the bidders' capability to meet the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's requirements:

Section 1

1.1 Banking services

Deposit facility

Payment facility

Electronic Banking Services

The bidder must provide / state:

- 1.1.1 The procedures of how entries and retro entries are managed and recorded in terms of interest calculations.
- 1.1.2 The timeframes for transactions to be affected e.g. intra-day, over-night or the next day, etc. The bidder should also provide information of the type of transactions permitted as previous day value and which are not.
- 1.1.3 Its commitment to provide loans to the ELIAS MOTSOLEDI LOCAL MUNICIPALITY. Particulars on bridging finance must be stated.
- 1.1.4 The interest on credit and/or debit balances to be determined in relation to applicable rate.
- 1.1.5 The municipal services payment facility at all bidders' branches (within and outside the area of jurisdiction of the ELIAS MOTSOLEDI LOCAL MUNICIPALITY). On presentation of the identity document. the bidder must be able to identify the municipal services account details of the residents who need to pay their municipal services at the bank's counter.
- 1.1.6 Deposit error correction services and be reported to the ELIAS MOTSOLEDI LOCAL MUNICIPALITY within 48 hours of deposits inclusive of all supporting documentation.

1.2 Electronic banking Services

On implementation date, the bidder must provide:

- 1.2.1 Direct dedicated link to transmit financial and management information between ELIAS MOTSOLEDI LOCAL MUNICIPALITY and the bidders' bank.
- 1.2.2 The inter-bank account transfer facility among the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's bank accounts
- 1.2.3 Daily aggregation of all debit and credit balances on all accounts and interest to be calculated on the net balance of all the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's bank accounts.
- 1.2.4 Direct on-line enquiry, electronic download and printing function (real-time ELIAS MOTSOLEDI LOCAL MUNICIPALITY browsing facility allowing historical information access)on the following:

- 1.2.4.1 Bank Balances
- 1.2.4.2 Bank Statements (as well as direct download into the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's financial system in a suitable format to facilitate bank reconciliations)
- 1.2.4.3 Bank entries per transaction
- 1.2.5 Direct on-line facility to enable transfer of funds electronically:
 - 1.2.5.1 Within the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's bank accounts.
 - 1.2.5.2 To bidder's bank and other financial institutions.
- 1.2.6 EFT facility to effect single and batch payments with electronic transfer confirmation (accepted/rejected or authorized/declined) reports (EFT service facilitating the creation of batch payments that are captured off-line in the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's financial systems and other third-party systems and exported into the banking system for processing).
- 1.2.7 Consolidated debits (single debit entry on the bank statement for multiple-creditor payments).
- 1.2.8 Ability for payments to be scheduled for a future date (and recalled when necessary).
- 1.2.9 Internet Banking:

Internet banking facility for payments by customers for services rendered. The bidder must be able to facilitate the process directly or in conjunction with other service providers. There must be a deposit identifier across all banks to ensure that all payments are able to be allocated. Identification of electronic deposits to the ELIAS MOTSOLEDI LOCAL MUNICIPALITY services accounts and provision of the account number validation.

- 1.2.10 Electronic verification and validation of ELIAS MOTSOLEDI LOCAL MUNICIPALITY's suppliers/ creditors branch and account holder numbers:
 - Bidder's bank
 - Other banks
- 1.2.11 Direct on-line stop payment facility.
- 1.2.12 Direct on-line reversal of stop payments.
- 1.2.13 An electronic direct debit facility to collect municipal services payments (bidder's bank and other banks). Please include debit order/stop order charges in a price schedule
- 1.2.14 Non-Authenticated Early Debit Order (NAEDO)

The bidders must provide a bulk electronic processing collections system that allows the ELIAS MOTSOLEDI LOCAL MUNICIPALITY to recover payments due from its customers' accounts through the bidders' Host-to-Host connection through a Non-Authenticated Early Debit Order (NAEDO) system. The bidders' NAEDO system must be able to present a collection file in an earlier time slot than regular debit orders and increase the chance of successful debits into the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's customers' accounts. The bidders' NAEDO system must be able to be pre-set to continuously attempt to present the amounts due and make collections a number of times per day or per month.

- 1.2.15 An electronic enquiry facility to access direct debit rejections with a specified rejection reason / code.
 - 1.2.16 Computer Screen Newsflashes for electronic rejected transactions.
 - 1.2.17 Returned/disputed debit order report and appropriate supporting documents must be made available within 24 hours of being identified. If the bidder's time frame is more or less than the requirement, please stipulate specific timing.
 - 1.2.18 A printable download of electronic deposits/payments received through internet, SASWITCH, telephone banking, etc., into a suitable file format with the full 10-digit account numbers for electronic receipting into the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's financial system
 - 1.2.19 Slip less or paperless deposit environment at all bidders' branches (where the bidder utilizes the municipal services statement bar-code to effect the payment transactions instead of filling in the bank deposit slips). The
-

municipal services account number must be reflected as part of the reference details of payment description on the bank statement.

1.2.20 The bidder must:

Specify their cut-off times for electronic banking services, where applicable customize the cut-off time according to the client's needs.

Keep an audit trail of all electronic fund transfers (on batches, transaction numbers, payments made etc.).

1.3 Other services required

The bidder must provide:

- 1.3.1 the necessary small change and cash in the amounts of between R3, 000 – R20, 000 and delivered at that specified locations within the ELIAS MOTSOLEDI LOCAL MUNICIPALITY buildings or any alternative method to fulfill same should be advised.
- 1.3.2 Bank balances confirmation letters/ certificates required for financial statement reporting and audit purposes within 10 days of the request receipt and as at the 30 June.
- 1.3.3 Letters of credit/ Forward cover/ foreign currency.
- 1.3.4 Fleet Card Facility; Fleet cards facility is required to enable the ELIAS MOTSOLEDI LOCAL MUNICIPALITY to facilitate the following services and This facility must include the fuel consumption patterns reports on these cards:
 - Filling of fuel;
 - E-tolling in its vehicles;
- 1.3.5 As and when required train municipal Cashiers:

The ELIAS MOTSOLEDI LOCAL MUNICIPALITY may from time to time require training for cashiers to facilitate the cash collecting and counting of monies received from customers. The cashier will be required to be trained and work on ELIAS MOTSOLEDI LOCAL MUNICIPALITY systems. The cashier should be fully trained on bank/teller functions and will be deployed in the ELIAS MOTSOLEDI LOCAL MUNICIPALITY environment at its specified pay points locations

1.4 Other Value Adding Financial Services

The ELIAS MOTSOLEDI LOCAL MUNICIPALITY would prefer banking providers to consider providing at their discretion:

1.4.1 Community services initiatives

The bankers or service providers could assist the communities with various initiatives or projects whereby the community could improve their standard of living or youths get involved or be given opportunities to be self-employed or self- sustaining.

1.4.2 ELIAS MOTSOLEDI LOCAL MUNICIPALITY employees and councilors support benefits.

Financial services and Banking assistance not limited to loans towards vehicle, home or other financing that will help towards achieving goals and improving standard of living,

1.5 Information Communication and Technological requirements

The bidder's Information Communication and Technology must be compatible to that of the ELIAS MOTSOLEDI LOCAL MUNICIPALITY. The following must be stipulated:

- 1.5.1 The Bidder's ability to successfully implement the computer systems interface with the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's systems
- 1.5.2 Timeframe required to successfully implement the computer systems interface. **N.B: The requirement is that the bidder's banking systems interface must be fully functional on or before 14th September 2026.** (See 1.8.5.5 below)
- 1.5.3 **A detailed Project Plan** to ensure that the implementation of the project to meet 1.5.2 and 1.8.5.5; must be provided as **Appendix 1**.
- 1.5.4 The Communication Software that will be made available to link into the Banks system;
- 1.5.5 Host to Host connection and other means that would enhance security and efficiency.
- 1.5.6 Security assurance and confidentiality in connectivity between the ELIAS MOTSOLEDI LOCAL MUNICIPALITY and the Bidder;
- 1.5.7 A Service Level agreement to ensure that the bidder will comply with the services/ standards required must be provided as **Appendix 1**.

Leveraging on latest banking solution using our current system as outlined above.

Should a bidder possess an improved technological method to ensure faster to real time processing of deposits, payments and reconciliation of transactions while the security of such methods are proven to yield the same or better results; actual specification of the requirement to process the transactions must be fully outlined as well as its operations, functionality and how it will work and be implemented in the current ELIAS MOTSOLEDI LOCAL MUNICIPALITY systems. Attach such as **Appendix 1** with the bidder's bid submissions.

1.6 Risk, insurance and financial safety / security procedures

The Bidder must:

- 1.6.1 Furnish information of all insurance cover and the extent of such cover to safeguard the interests of the ELIAS MOTSOLEDI LOCAL MUNICIPALITY in the event of negligence on the part of the bidder.
 - 1.6.2 Where same day value banking is provided the bidder must specify in the proposal the risk associated with the services. It must mention at which point the risk is with the bidder and when it passes to the bidder and insurance cover for this. The ELIAS MOTSOLEDI LOCAL MUNICIPALITY would the risk to be borne by the bidder throughout the collection chain.
 - 1.6.3 Provide ongoing commitment and advice on fraud prevention and methods of detecting fraud i.e. e-Commerce, cash, etc.
 - 1.6.4 Put in place measures to prevent unauthorized debit orders and in the event that this orders go through recovery will be made from the appointed banker.
 - 1.6.5 Be able to render advice and facility to detect and report to the ELIAS MOTSOLEDI LOCAL MUNICIPALITY money laundering activities.
 - 1.6.6 Be able to provide the ELIAS MOTSOLEDI LOCAL MUNICIPALITY protection against all forms of fraud relating to the receipt and payment of cash, and the processing of banking transactions. Such measures should include payment identification, authorization of electronic funds transfers, password controls, bulk cash handling security, payment mandates, security of data, etc.
 - 1.6.7 Provide electronic transfer Segregation of Duties that allow for the following :-
 - 1.6.7.1 Capture of Information.
 - 1.6.7.2 Verification of batches.
-

- 1.6.7.3 Release/Approval of batch
- 1.6.7.4 Allow independent simultaneous processing of transactions by multiple operators
- 1.6.7.5 Each electronic operator must be regulated by system access control password (the system must automatically prompt the user to change password after 30 days)
- 1.6.8 Load/install its software (where applicable) into the Municipality's desktop PCs with minimal to no changes to hardware.
- 1.6.9 Ensure that the electronic funds transfer facility/service operates in a secure environment and information transmitted must be encrypted.

1.7 Training

The Bidder must provide the necessary training and support as required to the ELIAS MOTSOLEDI LOCAL MUNICIPALITY to use the banking electronic systems, as well as subsequent enhancements for the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's personnel to use the proposed banking system.

The Bidder must indicate the:-

- 1.7.1 Training that will be furnished on site to use the successful bidder's electronic banking systems and any upgrades in the future.
- 1.7.2 Training which will be provided for any unfamiliar service or facility offered by the Bidder.
- 1.7.3 The ability and willingness to assist with the training of any future system developments.

1.8 Implementation of the Banking and Cash Management Services Project

The Bidder must demonstrate by describing its competence:-

- 1.8.1 In providing banking and/or cash management products and services requirements;
- 1.8.2 In handling large volumes of transactions of organizations equivalent to the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's operation;
- 1.8.3 In implementing the banking and/or cash management services through accepted project management principles;
- 1.8.4 By detailing its experience in implementing and providing similar products and services to National, Provincial, Local governments and/or Parastatals.
- 1.8.5 Include banking and/or cash management facilities and services implementation plan with milestones and time frames that will ensure that all:
 - 1.8.5.1 Systems are installed and tested;
 - 1.8.5.2 Systems interfaces are working according to specification;
 - 1.8.5.3 Systems functionality and operations procedures are documented in user manuals.
 - 1.8.5.4 Staff is trained and able to operate the bidder's banking systems; and
 - 1.8.5.5 Required banking products and services are ready for operations on the **01st July 2026 for implementation on the 14th September 2026.** The banking facilities and services implementation plan must be used as a map throughout the bank and/or cash management project implementation. (Please attach the implementation plan as Appendix 1)
 - 1.8.5.5.1 Should the Bidder notice delays from the ELIAS MOTSOLEDI LOCAL MUNICIPALITY that threatens the timely implementation of the documented plan; the bidder must immediately bring this to the attention of the ELIAS MOTSOLEDI LOCAL MUNICIPALITY for corrective measures.
 - 1.8.5.5.2 Should the bidder not meet the planned implementation target for any reason whatsoever; and incur any additional/unforeseen costs/expenses and/or damages, the bidder shall make good any such cost/expenses and/or damages to the ELIAS

MOTSOALEDI LOCAL MUNICIPALITY within a period of **30 days from the date of notice** by the ELIAS MOTSOALEDI LOCAL MUNICIPALITY to this effect.

1.8.6 Handing over period

The bidder must submit with the bid a written confirmation certification in a letter format signed by the authorized signatories together that notwithstanding the reason of the banking services termination, the bidder undertakes to co-operate with the incoming successful bidder in handing over the ELIAS MOTSOALEDI LOCAL MUNICIPALITY banking and/or cash management services for at least 3 months prior to the date of termination of this contract, and to show the ELIAS MOTSOALEDI LOCAL MUNICIPALITY's employees, nominees or new banker all necessary procedures to ensure successful handover of banking services. Please attach the above submission as Appendix 1 with bid submission

The bidder must clearly identify and indicate any additional costs associated with the banking and/or cash management systems project implementation (including hardware and software costs) to be borne by the ELIAS MOTSOALEDI LOCAL MUNICIPALITY.

Section 2

The bidders should take cognizance of the fact that the following services must be quoted separately. The bid award may be considered with the overall bid or as a separate contract to the preferred bidder/s or may not be awarded at all.

When submitting bids under section 2 (two) each of the services solutions in the subsections below; the services contract; terms and conditions; SLA must be separately provided and the bidders should supply separate detailed quotations and scope their services cover. The independent facilities or services it should treat each as separate contract and ensure that the formalities are complied with independently.

2.1 Cash Counting Machines

The ELIAS MOTSOALEDI LOCAL MUNICIPALITY cash receiving areas have about 8 cash counting machines that prevent the risk of accepting counter-feit notes through their nature of operation. Cash counting and counter-feit note detecting machines assist in detecting the fake notes and the counting of mixed notes. Cashiers need to have such machines in order to detect fake notes and combat fraud. The current specification of the machines is as follows:

- a) Rand (ZAR) counter with full fake detections and size detections complying with all security features required for SA Rand currency
 - b) 3d length + 3d width size detecting machine picking up a different note within a specific bundle
 - c) 100% accurate counterfeit detection system using:
 - (i) Ultra-Violet
 - (ii) Metal-thread
 - (iii) Magnetic presence code
 - (iv) Infra-red
 - d) Spectrum analysis for full scan of note condition (whether bent; torn or holes in note)
 - e) modes of counting - all 3 modes are detecting 100% fake notes:
 - (i) **Mix** - for counting all mixed notes with total value and full breakdown with all subtotals.
-

- (ii) **Sort** - this sorts out the wrong note in a specific bundle showing the piece and value of count.
- (iii) **Count**- the count mode counts in piece amount at high speed with only fake checking running
- f) Counts value of notes with total note amount in rand value - count e.g. R50 – 100 notes - R5000
- g) Adds up count in note and value in all modes of count
- h) Counting speed of 1200 - 1400 - 1600 notes per minute further upgradable
- i) Alpha-numeric LCD display with 3 batch digits and over 6 count digits with different count screen looks
- j) Full long-life numeric keypad for all function control keys
- k) Suction friction type feed roller system incorporating poly-urethane and rubber for easy feeding of wet/soft/new/old notes
- l) Portable and easy to carry around
- m) Accurate count system using optical IR(infra-red) counting sensors for low maintenance and high accuracy
- n) Device allows customer count view display
- o) Enhanced self -test diagnostic system for full error check making count operation 100% accurate
- p) Enhanced self-test diagnostic system for full error check making count operation 100% accurate
- q) Count system using density checking of notes (thickness of notes) identifying all chained feed errors and half note errors and double count note errors.
- r) PC linkable for all software upgrades
- s) USD count and detection incorporated in software
- t) All units have a 1 year swop-out warranty including free machine services in 1 year interval or as and when required.
- u) Warranty 2nd and 3rd year (walk in warranty) services in 1 year interval or as and when required.
- v) Free training with installation and as required upon request.
- w) Telephone or on-line support.

The ELIAS MOTSOLEDI LOCAL MUNICIPALITY requires a services provider who would be able to provide the cash counting machines that meet the above or equivalent specification in the future should the ELIAS MOTSOLEDI LOCAL MUNICIPALITY need to expand / replace the machines in its environment. This service would be required from the 1 July 2021 to 30 June 2026

Bidders must please quote for rental cost of machines per unit, inclusive of installation; 1st year warranty and 2nd and 3rd year warranty in **“Pricing schedule”**.

2.2 **Automated Payment Facility** referred to (as Kiosks) to sell prepaid metered electricity and receive automated payment for municipal and other services

The kiosks should facilitate the process of selling prepaid electricity; allowing for traffic fines payments or municipal services bill payment; the ELIAS MOTSOLEDI LOCAL MUNICIPALITY would then require specialized terminals / machines at specified locations (**see Annexure B**) to provide the facility to sell prepaid metered electricity and receive automated payment for municipal services, such as rates and taxes, traffic fines, cemeteries fees, hall booking and other services (pools and libraries) as required by the ELIAS MOTSOLEDI LOCAL MUNICIPALITY. This must include the physical collection of cash from the machines and cash re-routing to other cash requiring devices; if applicable and the depositing into ELIAS MOTSOLEDI LOCAL MUNICIPALITY's account and reconciliation processes done appropriately.

Should the bidder have different machine types with varied functionality; all these must please be specified with their respective functionality including related costing.

For security purposes; these machines must be monitored physically and electronically to detect malfunctioning / tempering. The bidder must facilitate to install the trigger to the management and or police / security point.

The costing structure of the above must clearly identify the rental of the machines and /or transactions costing stating the unit cost and the cost ceiling must be determined / indicated. Costing of the terminal machines, inclusive of any communication links or modems must also be provided for. If there is an option to buy; list the costing as well.

2.3 Traffic Fines Payments Services

The bidder must be able to provide a traffic fines payment facility within and outside the area of jurisdiction of the ELIAS MOTSOLEDI LOCAL MUNICIPALITY to enable the ELIAS MOTSOLEDI LOCAL MUNICIPALITY to allow the traffic fines debtors to pay their fines. The bidder must specify how the facility functions. (e.g. self-help, automated, manual or otherwise). Actual specification of the requirement to process the transactions must be fully outlined as well as its operation, functionality and how it will work and be implemented in the current ELIAS MOTSOLEDI LOCAL MUNICIPALITY systems.

2.4 Cash Securing Mechanisms

The bidders must provide a cash securing devices with appropriate security features that accept and secure cash taking on municipal premises where cash is received until collected by the Cash-in Transit (CIT) services provider. The ELIAS MOTSOLEDI LOCAL MUNICIPALITY has currently **84** devices as specified in **Annexure B**. The ELIAS MOTSOLEDI LOCAL MUNICIPALITY's need of the above devices may vary depending on its operational needs and the bidders must be able to accommodate the ELIAS MOTSOLEDI LOCAL MUNICIPALITY's changing requirements.

The devices' cradle sought must be able to load and handle bulk cash and process cash in high speed counting, validating and verifying bank notes to ensure non-acceptance of fraudulent / counter-feit / old series notes. This solution must include devices linked to the bank's system; be able to communicate cash contents to the bank, and allow the ELIAS MOTSOLEDI LOCAL MUNICIPALITY to receive full same day value deposit and credit into its bank accounts when the CIT services provider pulls the cash holding mechanism from the device for transportation to the bank. The bidder must provide full insurance cover solution that transfers the all risk associated with any cash losses related incidences to the bank. The bidders must also provide the CIT solution to collect and transport cash to the bank.

Bidders must list all types of devices at their disposal to allow the ELIAS MOTSOLEDI LOCAL MUNICIPALITY to choose the best solution based on its cash receiving centers and cash volumes needs.

2.5 Secured Cash Handling & Conveyance Services Through Cash-In-Transit Services

The ELIAS MOTSOLEDI LOCAL MUNICIPALITY requires services to securely handle and transport its cash and cheques collected from the cash receiving sites at specified locations per specified frequencies (**see Annexure B**) to the bank through the Cash-In-Transit services. The cash may be either contained in sealed temper-proof bags or cash devices supplied by the banks tasked to provide banking services for the ELIAS MOTSOLEDI LOCAL MUNICIPALITY. The above services must preferably be provided as an overall banking services solution or but may also be provided as an independent service offering. The bidders must manage the CIT services from end-to-end and take full accountability for the service. The bidders must provide risk transfer alternatives and specify the timing

when the financial risk is passed from the ELIAS MOTSOLEDI LOCAL MUNICIPALITY to the bidder to enable the ELIAS MOTSOLEDI LOCAL MUNICIPALITY to make its preferred risk profile choices to mitigate its risk exposure. The bidders must promptly respond with alternative CIT solution in cases when there are practical challenges experienced within the cash transportation process.

2.6 Cashier facilities

The ELIAS MOTSOLEDI LOCAL MUNICIPALITY may require from time to time or when the needs arise cashiers or cashier teller facilities to enhance the collection process and service. The ELIAS MOTSOLEDI LOCAL MUNICIPALITY would require cost for the service pertaining to the manpower, namely the service per hour and the time frames of the ELIAS MOTSOLEDI LOCAL MUNICIPALITY to be accommodated.

2.7 Branch of the bank within the ELIAS MOTSOLEDI LOCAL MUNICIPALITY structures

It is important for the bidder to have branch in Groblersdal for the municipality and its consumers to have easy access. The bidder without branch in Groblersdal would be required to conduct feasibility study and provide alternatives that would facilitate the need of the community and the municipality and the bidder should provide proposals and costing in this regard.

“ANNEXURE A”

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

(APPOINTMENT OF A BANKER TO PROVIDE BANKING SERVICES FOR A PERIOD OF 60 MONTHS AND / OR AN INDEPENDENT SERVICES PROVIDER/S TO SUPPLY CASH COLLECTION MANAGEMENT AND HANDLING RELATED SERVICE WITH EFFECT FROM THE AWARD AND OR 14 SEPTEMBER 2026 TO 13 SEPTEMBER 2031)

SCHEDULE OF PRICES

Bidders are requested to quote **firm prices effective from 14th Sep 2026**. Separate prices must be quoted for each of the services identified in all sections; where applicable. The period for which these prices are effective and the dates of future annual reviews must be scheduled in August to be effective the following year.

The Bidders must advise on the basis on which they would escalate prices in the future.

All prices quoted shall be VAT inclusive for items with VAT implication

- 1]. The Bidder must ensure that the Yes/ No section are fully completed.
 - 2]. The Bidder may include any additional costs that have not been included in the pricing table.
-

- 3]. Elias Motsoaledi Local Municipality operates one current bank accounts and should the number of bank accounts be increased in future, the prices quoted herein must apply consistently to all the bank accounts

“ANNEXURE B”

ELIAS MOTSOALEDI LOCAL MUNICIPALITY BACKGROUND INFORMATION

The following Information is for the bidders to take cognisance of the details and complete the specification requirement accordingly.

1.1 Schedule of ELIAS MOTSOALEDI LOCAL MUNICIPALITY location and frequency of banking

- 1.1.1 The ELIAS MOTSOALEDI LOCAL MUNICIPALITY currently operates 1(one) banking account and this may be increased in future.
- 1.1.2 ELIAS MOTSOALEDI LOCAL MUNICIPALITY has installed merchant services card terminals, and collection and protection machines at specific collectible points, which secure the cash on site with a facility to collect the cash and transport it to the bank cash depots. Upon collection the municipality receives same day value. The bidder is therefore expected to provide a comprehensive solution in respect of services rendered namely, insurance cover, maintenances and consumables.
- 1.1.3 VAT registration number: **4430106742**

Note: Investment activities fall outside the scope of this Bid.

1.2 Computer Systems and Payment methods

The ELIAS MOTSOALEDI LOCAL MUNICIPALITY currently utilizes the following Computer systems:-

- 1.2.1 The ELIAS MOTSOALEDI LOCAL MUNICIPALITY's core financial management system operates on Rhedat Enterprise Linux and is running on ORACLE SQL platform
- 1.2.2 The Salaries: VIP is also running on IBM AIX platform
- 1.2.3 The Current Network Setup/ Link to banking facility is as follows:
- 1.2.3.1 The ELIAS MOTSOALEDI LOCAL MUNICIPALITY's current financial system - runs on an IBM P590 with operating system AIX 5.9 and upgradeable to 6.1.
- 1.2.3.2 There is a dedicated point to point 64k Diginet line between ELIAS MOTSOALEDI LOCAL MUNICIPALITY and current banking facility running IPSEC (Internet Protocol Security) on CISCO routers. Reconnection or reallocation cost with the bidder's site to be quoted for, if applicable.
- 1.2.3.3 Firewall platform is Cyberoam.
-

- 1.2.3.4 Suppliers and creditors payments are made directly from the system using the banker's software.
- 1.2.3.5 Banker's software is also used for viewing bank statements via the internet web site of the banker.
- 1.2.3.6 Salaries data is passed to the current banker electronically for payment to employees.
- 1.2.3.7 Agencies that collect on behalf of the ELIAS MOTSOALEDI LOCAL MUNICIPALITY for services rendered namely, pre-paid sales, traffic fines, etc.. pay the amounts due directly to the municipality nominated bank account.
- 1.2.3.8 The ELIAS MOTSOALEDI LOCAL MUNICIPALITY systems allow customers to pay for municipal services, and rates and taxes account at any of the municipality's pay points.
- 1.2.3.9 The core financial management system is used for daily cash receipting and this is transferred to a receipting server for billing database in existence, at the end of each working day. Updates to consumer accounts are then performed by ICT operators.
3rd Party payment channels are also available to consumers in ELIAS MOTSOALEDI LOCAL MUNICIPALITY. The bidder must ensure that their system is compatible with ELIAS MOTSOALEDI LOCAL MUNICIPALITY's system. Any development requirement and enhancement to interface and operate with our current system will be for the cost of the bidder if applicable. The bidder should include time frames where the need for such development is required.

Suppliers and Payroll Systems.

- 1.2.3.10 Payroll and suppliers' payments are made as and when required through the bankers' system

Interaction with Banks.

- 1.2.3.11 Bank statements are electronically downloaded from the bankers system via the internet for daily reconciliation purposes. Downloaded bank statements transactions, are imported in a text file format for upload into the core financial management system and automatically coded for correct allocations and reconciliation. Referencing is very important to ensure correct and timeous allocation to consumer accounts. The bidders' deposit identifier rules should accommodate ELIAS MOTSOALEDI LOCAL MUNICIPALITY 10-digit consumer account reference in their check digit verification (CDV) for water and lights only; it should also be flexible to accept referencing for payments for services other than water and lights.

- 1.2.3.12 Internet banking

Internet banking currently in use only validates ELIAS MOTSOALEDI LOCAL MUNICIPALITY's banking details but not the consumer referencing. Referencing is very important to ensure correct and timeous allocation to consumer accounts. The bidders' deposit identifier rules should accommodate ELIAS MOTSOALEDI LOCAL MUNICIPALITY 10-digit consumer account reference in their check digit verification (CDV). The bidder's systems must be designed in such a way that it compels the consumer to use the correct 10 digit reference number.

“ANNEXURE C”

SERVICE LEVEL AGREEMENT AND MONTHLY REPORTS

Critical to have Service Level Agreement (SLA) in place and reporting of the numbers and value of the transactions for the month and year to date to have the cost monitored and evaluated and this should be responded to in line with Appendix 1

COMPULSORY MUNICIPAL BID DOCUMENTATION

- | | | | |
|----|---------|---|----------------------------------------------------------------|
| a) | MBD 1 | : | Invitation to tender |
| b) | MBD 4 | : | Declaration of interest |
| c) | MBD 6.1 | : | Preference points in terms of Preferential Policy Regulations |
| d) | MBD 5 | : | Declaration of bidders above R10 millions |
| e) | MBD 8 | : | Declaration of bidder's past supply chain management practices |
| f) | MBD 9 | : | Certificate of Independent Bid Determination |

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (ELIAS MOTSOLEDI LOCAL MUNICIPALITY)

BID NUMBER:	EMLM18/2026	CLOSING DATE:	20 MARCH 2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A BANKER TO PROVIDE BANKING SERVICES FOR 60 MONTHS				

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

BID RESPONSE DOCUMENTS MAY BE DEPOSITED
IN THE BID BOX SITUATED AT (STREET ADDRESS

02 GROBLER AVENUE					
GROBLERSDAL					
0470					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
<i>TOTAL NUMBER OF ITEMS OFFERED</i>			<i>TOTAL BID PRICE</i>		R
<i>SIGNATURE OF BIDDER</i>		<i>DATE</i>		
<i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
CONTACT PERSON	V MASILELA		CONTACT PERSON	CJ Mtsweni	
TELEPHONE NUMBER	013 262 3056		TELEPHONE NUMBER	013 262 3056	
E-MAIL ADDRESS	vmasilela@emlm.gov.za		E-MAIL ADDRESS	cmtsweni@emlm.gov.za	

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 ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | | | | |
|----------------------------------------------------------------------|--------------------------|-----|--------------------------|----|
| 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3.5. 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 ABOVE.

3. Service Providers Declaration and Privacy Notice

- 3.1 I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
- 3.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 3.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality;
 - 3.2.2 conducting service provider vetting; and
 - 3.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
- 3.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
- 3.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- 3.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 3.6 I confirm that I have read the notice and understand the contents.

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

4. I, the undersigned certify that the information furnished on this declaration form is correct.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, hareholder ²		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state?	Yes	No
	If yes, please furnish particulars :		
3.7.1	Name of director		

3.7.2	Service of state organization	

3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i> If yes, please furnish particulars :	Yes	No
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state?	Yes	No

	If yes, please furnish particulars:		
3.12.1	Name of director		
3.12.2	Name of relative		
3.12.3	Relationship		
3.13	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	Yes	No
	If yes, please furnish particulars:		
3.13.1	Name of director		
3.13.2	Related company		
Note:	<p>SCM Regulations:</p> <p>"In the service of the state" means to be –</p> <ul style="list-style-type: none"> (a) a member of – <ul style="list-style-type: none"> (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces; (b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity; (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); (e) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature. <p>"² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.</p>		

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

Full Name	Identity Number	State Employee Number

5. Service Providers Declaration and Privacy Notice

- 5.1 I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
- 5.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 5.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality.
- 5.2.2 conducting service provider vetting; and
- 5.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
- 5.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
- 5.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- 5.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 5.6 I confirm that I have read the notice and understand the contents.

6. I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.

NAME OF REP:_____

SIGNATURE:_____

DATE:_____

CAPACITY:_____

**DECLARATION FOR PROCUREMENT ABOVE R10-MILLION
(ALL APPLICABLE TAXES INCLUDED)**

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

		Tick applicable box	
1.	Are you by law required to prepare annual financial statements for auditing?	Yes	No
1.1	If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.	Yes	No
2.	Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?	Yes	No
2.1	If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.	Yes	No
2.2	If yes, provide particulars:		
3.	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	Yes	No
3.1	If yes, provide particulars:		
4.	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	Yes	No
4.1	If yes, provide particulars:		

AUDITED/INDEPENDENTLY REVIEWED ANNUAL FINANCIAL STATEMENT DECLARATION**SECTION A - COMPANY TYPE**

	Yes	No	Comment
Is the bidder a public company? Tick applicable box			If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.
			If no, complete section B

SECTION B - PUBLIC INTEREST (PI) SCORE COMPUTATION

		Allocate points
Workforce (Number of employees in prior financial year) - 1 point per employee	Number:	
Third party liabilities – 1 point per R1 million (or portion of)	R	
Turnover – 1 point per R1 million (or portion of)	R	
Number of shareholders – 1 point per shareholder (irrespective of how many shares they hold individually).	Number:	

Total

If the PI score is more than 350, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

If the PI score is less than 350, proceed to section C

SECTION C

Submit independently reviewed annual financial statements for the past three years or since the date of establishment if established during the past three years.

CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct
I accept that the state may act against me should this declaration prove to be false.

Name of representative:	
Capacity:	
Authorised signature (undersigned)	
Date:	

CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct
I accept that the state may act against me should this declaration prove to be false.

Service Providers Declaration and Privacy Notice

I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.

I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,

- internal administrative processes pertaining to services rendered or goods provided to the Municipality.
- conducting service provider vetting; and
- rendering services or providing goods to Elias Motsoaledi Local Municipality.
- I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
- I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- I confirm that I have read the notice and understand the contents.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

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).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- 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:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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)
Company which at least 51% is owned by Black	10	
Locality (NB: Choose only One Applicable)	10	
Within the area of Elias Motsoaledi Local Municipality	10	
Within the area of Sekhukhune District Municipality	6	
Within the area of Limpopo Province	4	
Within the Republic of South Africa	2	
TOTAL POINTS	20	

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME :

DATE :

ADDRESS :

:

:

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page</p>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website www.treasury.gov.za by clicking on its link at the bottom of the home page.</p>	Yes	No
4.2.1	If so, furnish particulars:		

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		
5.	Service Providers Declaration and Privacy Notice 5.1 I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information. 5.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to, 5.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality; 5.2.2 conducting service provider vetting; and 5.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality. 5.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations. 5.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available. 5.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control. 5.6 I confirm that I have read the notice and understand the contents.		

5.7 I, the undersigned certify that the information furnished on this declaration form is correct.

CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

NAME OF REP: _____	SIGNATURE: _____
DATE: _____	CAPACITY: _____

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Tender Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality)

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

I certify, on behalf of:_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
 2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
 3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
 4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
 5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
-

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

Service Providers Declaration and Privacy Notice

10. I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
11. I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 11.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality;
 - 11.2 conducting service provider vetting; and
 - 11.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
12. I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
13. I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
14. I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
15. I confirm that I have read the notice and understand the contents.
16. I, the undersigned certify that the information furnished on this declaration form is correct.

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

17. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No

89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Signature

Date

Position

Name of Bidder
