



**REQUEST FOR PROPOSALS**  
**PREFERRED SERVICE PROVIDERS FOR BANKING SERVICES**  
**FOR THE COEGA DEVELOPMENT CORPORATION (PTY) LTD**  
**Contract No. CDC/68/21**

*The Coega Development Corporation (Pty) Ltd (CDC) attracts local and foreign investment into the Coega Special Economic Zone (SEZ) and the Nelson Mandela Bay Logistics Park (NMBLP); conceptualizes and develops complex, multi-disciplinary projects; and provides programme management; strategic advisory, economic research and human capital services. The CDC is also providing Implementing Agency services to Government Departments in various Provinces for their infrastructure projects. These programmes are also aimed at creating jobs, developing and transferring skills, and fighting poverty. It manages the entire development and service provision through innovative approaches that combine multi-disciplinary skills.*

**INVITATION TO TENDER**

The CDC is inviting capable and competent Financial Service Providers registered with the South African Banks and the National Credit Acts to submit Proposals for the provision Banking Services for a period of five (5) years.

**SCOPE OF BANKING SERVICES**

Proposals are to include all the basic banking transactional services ("Banking Services"). The list below is intended to illustrate the typical scope of services required; it may not necessarily be exhaustive however:

1. Provision of transactional banking accounts.
2. Opening of new accounts and closure of existing accounts.
3. Drawing of statements and balances.
4. Making online banking payments to third parties and public recipients.
5. Making salary and wage payments to staff and contractors.
6. Making transfers between bank accounts.
7. Receiving direct (EFT) deposits from third parties.
8. Provision of small amounts of physical cash to the CDC for the defrayment of expenses (e.g., petty cash, local travel and subsistence expenses).
9. Effecting money-transfer payments to substantial numbers of individuals who do not have a bank account simultaneously.

10. Functionality to enable the opening, maintaining and closure of multiple customer accounts for deposits and/or savings accounts held under an umbrella investment account held in the name of the CDC.
11. Foreign currency payments and receipts.
12. Debit and credit cards.
13. Fleet/fuel cards
14. Set off debit and credit balances on bank accounts nominated by the CDC.
15. Dedicated relationship managers to resolve issues and address queries.

The above services are to be provided within a secure online and/or physical environment (see security requirements below).

Specifically excluded from the scope of this RFP are so-called investment bank accounts (e.g., notice, call, money market accounts).

Bidders may elect in their discretion to propose on the following Value-Added Services which, whilst not included in the Banking Services list above, bidders may elect to propose on provided that no additional fees are charged for such Value-Added Services:

1. Provision of ATMs at the CDC Business Centre in Port Elizabeth.
2. Preferential and/or discounted personal banking offerings to employees.
3. Making relationship managers and consultants available to the CDC and its employees on site at the CDC Business Centre at selected times.

## **Security requirements**

Bidders are required to specify their security standards for the provision of the Banking Services, both from an online banking perspective as well as from a physical security perspective in their branches.

## **Reporting requirements**

The CDC requires the following primary reporting capabilities from bidders online banking system:

1. Download of bank statements in user defined format (Excel, PDF, CSV, etc, as well as format compatible with Oracle ERP system) for bank account(s) defined by the user, for a period defined by the user for transactions defined by the user.
2. Emailing of monthly bank statements in a format defined by the CDC and which are compatible for automated importation into the Oracle ERP system.

## **CONDITIONS**

- (a) The CDC's Procurement Policy and Procedures shall apply.
- (b) Public Finance Management Act (PFMA) shall apply. Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 shall apply.
- (c) The CDC intends appointing a minimum of three (3) Service Providers to mitigate supply risks. The intention is to spread the work on a rotational basis when a need arises.
- (d) The appointment will be for 5 years (60 months).
- (e) Joint Venture & Consortiums will not be accepted due to the nature of services that require a single entity appointment.
- (f) The preferred bidder is required to have a footprint in the Nelson Mandela Bay Municipality area.
- (g) Bidders will be evaluated on functionality and are expected to meet the minimum of 70% threshold to be evaluated further where applicable. The evaluation criteria for measuring functionality and weight of each criterion are provided in the RFP document
- (h) The 80/20 preference point system, as per the Preferential Procurement Policy Framework Act 2000: Preferential procurement Regulation 2017 is applicable for allocating points for price and preference points.

The following scores will be applied:

  - (i) Price - 80,
  - (ii) B-BBEE Score - 20.
- (i) Bidders must confirm their company registration with CIPC as CDC will not award any tender to any business that appears on the CIPC List of de-registered businesses. CDC may verify company registration with CIPC through BizPortal.
- (j) CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders will be verified through CSD and SARS website; non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Service (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (k) Proof of registration on the National Treasury's Centralized Supplier Database (CSD) or provide a Treasury CSD registration number e.g., MAAA....
- (l) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this RFP and signs the submission as a correct and sound documentation that the CDC could put its reliance on.
- (m) Failure to provide any mandatory information required in this RFP Document will result in the submissions being deemed null and void and shall be considered non-responsive.

- (n) Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are Directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations. If the bidder has been granted permission by Treasury, the letter must be provided with the bid document.
- (o) The successful bidders will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993) and Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and all relevant and applicable legislations. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems to comply with the SANS Norms and Standards. CDC SHEQ Unit will monitor compliance and implementation of Occupational Health and Safety, Environmental and Quality requirements for the duration of the contract
- (p) The empowerment and development objectives (33% SMME Involvement) will be controlled and implemented where the bidder in terms of the Amended BBBEE Codes is a Generic Entity (Turnover of over R50mil).
- (q) Respondents or their representatives (including the courier services) must ensure that they register their submissions in the Register for Submissions form that will be provided at the Reception Desk of the CDC, wherein they will indicate the name of the person delivering the submission, the number of copies submitted, the time and date of submission and attach their signatures.
- (r) The Bid validity period shall be twelve (12) weeks.

Bid documents will be available for download from the CDC Website ([www.coega.co.za](http://www.coega.co.za)) from **23 September 2021** from 10:00, at no cost.

A non-mandatory, virtual Briefing Meeting will be held on **29 September at 10:00** via Microsoft Teams. Bidders must use this link to join the meeting: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NmJINzFiZmMtYzRkOS00MTY5LTljMDAtM2Y2ZGlyYzEyOWYy%40thread.v2/0?context=%7b%22Tid%22%3a%22b4333a30-8174-45c8-8963-f080d0621754%22%2c%22Oid%22%3a%22af69246a-1386-40a4-b310-a554a90d0e2a%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmJINzFiZmMtYzRkOS00MTY5LTljMDAtM2Y2ZGlyYzEyOWYy%40thread.v2/0?context=%7b%22Tid%22%3a%22b4333a30-8174-45c8-8963-f080d0621754%22%2c%22Oid%22%3a%22af69246a-1386-40a4-b310-a554a90d0e2a%22%7d).

Briefing notes will be shared with potential bidders who downloaded the tender documentation and provided their correct email addresses and will also be posted on the website.

One original completed bid document shall be placed in a sealed envelope or electronically e-mail, clearly marked, **CDC/68/21 PREFERRED SERVICE PROVIDERS FOR BANKING SERVICES**

**FOR THE COEGA DEVELOPMENT CORPORATION (PTY) LTD**

The closing date and time for the receipt of completed bids is **15 October 2021 at 12:00** at the CDC Head Office, **Corner Alcyon Road & Zibuko Street, Zone 1, Coega SEZ, Gqeberha**. Bids must be handed in at the **Document Control Office** on the **Ground Floor**.

Bids will not be opened in public, and no late submission will be considered.

Bids can also be submitted electronically via email: [TendersCDC6821@coega.co.za](mailto:TendersCDC6821@coega.co.za). This maximum size of this email is **20MB**.

It must be noted that the email address provided on this advert is **ONLY** for submissions of bids and for any enquires related to the bid bidders may send electronic mails via [tenders@coega.co.za](mailto:tenders@coega.co.za)

Bidders who choose **to submit electronically must** note that it is the responsibility of the bidder to ensure that all pages of the original bid document and the supporting documents are scanned and included in the electronic submission. Should the electronic submission miss some key pages more especial the documents required for evaluation purposes, the bid will be disqualified. Bidders must first test and confirm that their bid submissions are accessible before sending the email to CDC, as CDC will not consider incomplete and inaccessible folders/ documents/ links. Those bidders who submit the electronic bids should keep the original copy of the bid as it will be required on appointment of the successful bidder.

Failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive.

Telegraphic, telexed, tippexed, facsimiled submissions will not be accepted.

**No telephonic or any other form of communication with any other CDC member of staff, other than the named individual below, relating to this request for bid will be permitted. All enquiries regarding this bid must be in writing only, and must be directed to:**

Ms. Zine Mtanda, Unit Head: Supply Chain Management; e-mail address: [tenders@coega.co.za](mailto:tenders@coega.co.za)

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| <i>The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.</i> |
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