



TENDER DATA

Clause						
F.1.1	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050					
F.1.2	The tender document's contents is as follows: Tendering Procedures Tender notice and invitation to tender Tender data Returnable Documents List of Returnable Documents The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data Pricing Data Pricing Instruction Bill of Quantities Terms of Reference Terms of Reference Additional Relevant Documents Supply Chain Management Policy					
F1.3	Interpretation The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.					
F.1.4	Communication. The Employer's Representative is; <table><tr><td> <u>Accounting Officer</u> Mrs MM Skosana P.O. Box 437 Middelburg 1050 Tel: 013 249 2006 </td><td> <u>Procurement Eng.</u> Mr SI Masilela P.O. Box 437 Middelburg 1050 Tel: 013 249 2104/5/7 </td><td> <u>Technical Enquiries.</u> Mr. Chauke K.C P.O. Box 437 Middelburg 1050 Tel: 013 249 2226 </td></tr></table>			<u>Accounting Officer</u> Mrs MM Skosana P.O. Box 437 Middelburg 1050 Tel: 013 249 2006	<u>Procurement Eng.</u> Mr SI Masilela P.O. Box 437 Middelburg 1050 Tel: 013 249 2104/5/7	<u>Technical Enquiries.</u> Mr. Chauke K.C P.O. Box 437 Middelburg 1050 Tel: 013 249 2226
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	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer or his nominee will be regarded as amending the tender documents. Tender offer communicated on paper shall be submitted as an original. Questions or queries must be submitted at least five (5)					



	working days before the stipulated closing date and time of the tender. However, NDM shall not be liable nor assume liability for failure to respond to any questions and / or queries raised by the Bidder. In the event that no correspondence or communication is received from the NDM within 120 days after the stipulated closing date and time of the tender, the tender proposal will be deemed to be unsuccessful.
F.1.5	The Employer's right to accept or reject any tender offer The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Nkangala District Municipality.
F.2	Bidder Obligations
F.2.1	Eligibility Only those bidders who satisfy the following criteria are eligible to submit tenders: • Registration of institution in terms of Banks Act, No 94 of 1990 with Banking Association South Africa. • Financial Sector Conduct Authority registration as a Financial Services Provider. • Most recent published credit rating report by certified credit rating agency.
F.2.2	Cost of Tendering The employer will not compensate the bidder for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.
F.2.3	Check documents The Bidder should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission. Nkangala District Municipality reserves the right to request the bidder to submit original documents (as detailed in the proposed key personnel of the tender document and but not limited to, company CK document as well as qualifications of key personnel for review and certification by its Commissioner of Oath.
F.2.4	Confidentiality and Copyright of Documents. Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation In submitting any information or documentation requested in this tender or any other information that may be requested pursuant to this Tender, you are consenting to the processing by NDM or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus,



	you hereby indemnify NDM against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.
F.2.7	Clarification Meeting A compulsory briefing session will be held virtually through Microsoft Teams on the 11th of July 2024 at 10H00. Please note that the link to attend the compulsory briefing session may be requested from chaukekc@neda.gov.za
F.2.9	Professional indemnity insurance The Employer shall not award a contract to any bidder that does not hold a valid professional indemnity insurance policy cover amount not less than R 1 000 000.00 per claim. The service provider may be requested to increase the indemnity insurance should a need arise.
F.2.10	Compensation of tendering The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.
F.2.11	Alterations to the Tender Documents. No alterations may be made to the tender document issued by the employer. Proposals and any other supporting documents must be attached to the back of this tender document as Annexures.
F.2.12	Alternative tender offer. No alternative tender offers will be considered or accepted
F.2.13	Submitting tender offer: No Tender document will be considered unless submitted on Council's Official Tender Document Return all the returnable documents to the employer after completing them as per details on F.2.15 below. Tenders must be deposited in the tender box clearly marked: "PROVISION OF BANKING SERVICES FOR NKANGALA ECONOMIC DEVELOPMENT AGENCY FOR A PERIOD OF FIVE (5) YEARS". Location of tender Box: Main Entrance Ground floor Nkangala DM Building Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050. Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.
	All tender received by the Nkangala District Municipality will remain in the Municipality's possession as confidential until after the award is made.
	Accept that a tenders submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.



F.2.15	Closing Time:						
	The time and location for opening of the Tender offers are: <table border="1"> <tr> <td>Closing Time:</td><td>12:00</td></tr> <tr> <td>Closing Date:</td><td>05TH September 2024</td></tr> <tr> <td>Location:</td><td>Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050</td></tr> </table> Tenders will be opened and read in public at the same time.	Closing Time:	12:00	Closing Date:	05TH September 2024	Location:	Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050
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	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other bidder or persons not concerned with such process until the award of the Tender has been announced by the NDM.						
F.2.16	Tender Offer Validity The Tender offer validity period is 120 days from the closing date.						
F.2.17	Tender clarification after submission A tender may be regarded as non-responsive if the bidder fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.						
F.2.18	Provide other material Proposals Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 50 on one side. (excluding appendices) THE HEADINGS OF THE PROPOSAL SHOULD FOLLOW THE CRITERIA ON CLAUSE 54.6 OF THE SUPPLY CHAIN MANAGEMENT POLICY ATTACHED TO THIS DOCUMENT. The Tenderers should supply the following information, in addition to the information required in response to the Specifications: 1) Latest set of Audited Financial Statements 2) Most recently published credit rating report by independent credit rating agency 3) Details of the following in respect of the branch which will be designated as the home branch of Municipality's main bank account: a. Name and Physical location b. Management structure names and positions c. Staffing numbers and Structures						



	d. After-hours access to branch 4) ICT systems, back up facilities 5) Client Training programs and facilities 6) Exposure to other Local Government accounts 7) Fraud prevention The Bank should demonstrate how it is able to assist the Municipality in Fraud Prevention and what measures are taken in order to do so in their proposal.										
	The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.										
	The Council retains the right to call for any additional information that it may deem necessary.										
	If a Bidder , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.										
F.3.11	1. Tender evaluation points										
	The value of this bid is estimated not to exceed R50 000 000 million rands (all applicable taxes included) and therefore the 80/20 point system shall be applicable.										
	Preference points for this bid shall be awarded for: (a) Price; and (b) Specific Goals.										
	The maximum points for this bid are allocated as follows:										
	<table><tr><td></td><td>POINTS</td></tr><tr><td>PRICE</td><td>80</td></tr><tr><td>SPECIFIC GOALS</td><td>20</td></tr><tr><td>Total points for Price and Specific Goals</td><td>100</td></tr></table>		POINTS	PRICE	80	SPECIFIC GOALS	20	Total points for Price and Specific Goals	100		
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PRICE	80										
SPECIFIC GOALS	20										
Total points for Price and Specific Goals	100										
	2. Evaluation of Tenders The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the NDM.										
	2.1. The following steps will be followed in evaluation; 1. Determination of whether or not tender offers are complete.										



2. Determination of whether or not tender offers are responsive.
3. Determination of the reasonableness of tender offers.
4. Confirmation of the eligibility of preferential points claimed by tenderers.
5. Awarding of points for financial offer.
6. Ranking of tenderers according to the total points
7. Performance of risk analysis by checking the credit record of the tenderers

3. Evaluation Criteria for functionality

The Banking Services tender responsiveness in relation to points is therefore summarized as follows:

Organising and Staffing	40
Registration	30
Approach & Methodology	30
TOTAL	100

A bank must obtain a minimum of 70 points out of the 100 points above to be considered for price and specific goals evaluation.

3.1) Project Manager / Team Leader

(Maximum points obtainable 20)

Name:

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Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Bachelor's Degree or BTech in a relevant field such Banking, Finance, Business, Economics, Accounting, Business Administration, Information Technology or Law (NQF Level 7)	Yes	10	
Sub-total			10	
Experience of Team Leader in similar projects		Elimination Factor	Maximum Points obtainable	Points Claimed
Involvement of project leader in similar and comparable projects (Note 3)	1 – 3 years	No	3	
	4 – 6 years	No	6	
	7 and above years	No	10	
Sub-total			10	



Total	20	
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NOTE: SHOULD THE TEAM LEADER BE THE SAME AS ASSISTANT MANAGER ZERO POINTS WILL BE ALLOCATED.

Assistant Manager: (Maximum Points obtainable 20)

Name:

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Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Academic Qualifications (Note 1)	National Diploma or equivalent in a relevant field, such Banking, Finance, Business, Economics, Accounting, Business Administration, Information Technology or Law (NQF Level 6)	Yes	10	
Sub-total			10	
Involvement of assistant manager in similar and comparable projects (Note 3)	1 – 3	No	3	
	4 - 6	No	6	
	7 and above	No	10	
Sub-total			10	
Total			20	
Grand Total Organising and Staffing			40	

NOTE: SHOULD THE ASSISTANT MANAGER BE THE SAME AS TEAM LEADER ZERO POINTS WILL BE ALLOCATED.

3.2) REGISTRATIONS

Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Registrations and certifications (Note 2)	Registration by the company in terms of Banks Act, No 94 of 1990.	Yes	10	
	Financial Sector Conduct Authority registration as a Financial Services Provider.	Yes	10	



A published credit rating report by certified credit Rating agency that is not more than 1 year. Proof MUST be attached to the tender document	Below BB	Yes	0	
	BB-	No	5	
	BBB-	No	7	
	BBB+/ Baa3	No	10	
Sub-total			10	
Total			30	

3.3) APPROACH, METHODOLOGY AND INSTITUTIONAL EXPERIENCE

Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
APPROACH, METHODOLOGY AND INSTITUTIONAL EXPRIENCE	Over and above what is given in the Terms of Reference, demonstrate how to handle innovations and appropriateness of products as per types of services listed (Quality and reasonableness of proposal).	No	5	
	Availability of a physical branch of the bank in Middelburg	Yes	5	
		Note: Attach proof of address		
	Experience serving local government clients.	10+ clients	10	
		5+ clients	5	
		Less than 5 clients	0	
	Note: Attach reference letters from clients as proof			
	Number of years in operation as a registered bank in terms of the of the Banks Act, 1990 (Act No. 94 of 1990) (Note 4) Attach registration certificate with establishment date	20 years+	10	
		10 years+	5	
		Less than 10 years	0	
Total			30	



	Note 1: Academic Qualifications. Proof of academic qualifications in the form of copies must be attached to the Team Leader/Project Director's CV. Foreign qualifications must be accompanied by a verification certificate from South African Qualifications Authority. The proposed Project Director/Team Leader shall be in possession of at least a Bachelor's Degree or BTech in a relevant field such Banking, Finance, Business, Economics, Accounting, Business Administration, Information Technology or Law (NQF Level 7). The proposed Assistance Manager shall be in possession of at least a National Diploma or equivalent in a relevant field, such Banking, Finance, Business, Economics, Accounting, Business Administration, Information Technology or Law (NQF Level 6). Failure to provide this proof of academic qualifications will result in the project Leader/Director and/or assistance manager being regarded as not having minimum prescribed qualifications, and will eliminate the tender from further evaluation. Note 2: Professional Registration Proof of registration by the company in terms of Banks Act, No 94 of 1990 and approved in writing by National Treasury. Financial Sector Conduct Authority registration as a Financial Services Provider and a published credit rating report by certified credit than is not more than 1 year. Rating agency must be attached. Failure to provide this proof of professional registration will result in the company/bidder being regarded as not professionally registered, and will eliminate the tender from further evaluation. Note 3: Employment History (Involvement in comparable projects) Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project (not marital status, hobbies, number of children, etc.). Note 4: Institutional Experience Number of years in operation as a registered bank in terms of the of the Banks Act, 1990 (Act No. 94 of 1990)
	Tenders are adjudicated in terms of NDM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard. 4.1 Tender Responsiveness Tender responsiveness shall mean tender compliance with all the prescribed key requirements for submission with this tender which are regarded as eliminating factors.
	Technical adjudication and General Criteria: ▪ Tenders will be adjudicated in terms of inter alia: ▪ Compliance with Tender conditions ▪ Technical specifications If the Bidder does not comply with the Tender Conditions, the Bidder may be rejected. If technical specifications are not met, the Tender may also be rejected.



	With regard to the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example ▪ A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must been submitted. ▪ Pages to be completed, removed from the Tender document, and have therefore not been submitted. ▪ If tender document is not fully completed as required and as stipulated in the tender data. ▪ If any tender document is tempered with or it is unbundled or unbundled. ▪ Failure to complete the schedule of quantities as required – only lump sums provided. ▪ Scratching out without initialling next to the amended rates or information. ▪ Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil. ▪ Failure to attend compulsory site inspections ▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form F – “Authority for Signatory”, No authority for signatory submitted. ▪ A Resolution by a Board of Directors of the Company authorizing the Bidder to sign the Tender document on behalf of the Company. Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications. ▪ Failure to submit or submitting a valid professional indemnity insurance cover that is below R 1000 000.00 per claim as required. ▪ The Bidder’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract. ▪ The Tender has been submitted after the relevant closing date and time ▪ Failure to complete and sign Form of Offer and Acceptance ▪ If any municipal rates and taxes or municipal service charges owed by that Tenderder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. ▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory. ▪ Failure to complete in all returnable schedules and signing thereof will results an automatic disqualification. ▪
	Size of enterprise and current workload ▪ Evaluation of the Bidder’s position in terms of: ▪ Previous and expected current annual turnover ▪ Current contractual obligations ▪ Capacity to execute the contract
	Staffing profile Evaluation of the Bidder’s position in terms of: ▪ Staff available for this contract being Tendered for ▪ Qualifications and experience of key staff to be utilised on this contract. ▪
	Proposed Key Personnel



	In this part of the tender, the Bidder shall also supply Curriculum Vitae (CV's) for the Staff available named and working on full time basis for the Bidder. The CV should follow the normal Professional Format as used by Professional Service Providers. Each CV should give at least the following: ○ Position in the firm and within the organisation of this assignment ○ PDI status (describing population group, gender and disabilities) ○ Educational qualifications ○ Professional Registrations ○ Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest. ○ Language proficiency and ○ References (company name, individual name, position held, contact details) Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services
	Previous experience The bidder shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the bidder within the last five (5) years. Evaluation of the Bidder's position in terms of his previous experience. Emphasis will be placed on the following: ▪ Experience in the relevant technical field ▪ Experience of contracts of similar size ▪ Some or all of the references will be contacted to obtain their input.
	Financial ability to execute the contract: Evaluation of the Bidder's financial ability to execute the contract. Emphasis will be placed on the following: ▪ Professional indemnity
	Good standing with SA Revenue Services ▪ The Tenderer must affix A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must be submitted.
	If the Tender does not meet the requirements contained in the NDM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.
	Penalties The Nkangala District Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any



	specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed: ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Bidder. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years
F.3.11.5	Method 4 Evaluation Method 4, which entails the balance between financial offer, preferences and quality, will be used.
F.3.11.6	The additional conditions of Bid Document 1 Nkangala District Municipality may also request that the Tenderer provide written evidence that his financial, labor and resources are adequate for carrying out the project. 2 The Nkangala District Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigation