



NKANDLA MUNICIPALITY

**PROVISION OF THE BANKING SERVICES
TENDER NUMBER: NKA/BTO002/2021/2022**

TENDER AMOUNT (<i>VAT INCLUSIVE</i>)	
NAME OF TENDERER	
ADDRESS OF TENDERER	
TELEPHONE	
FAX	
EMAIL ADDRESS	

TENDER CLOSING DATE & TIME: MONDAY 11 APRIL 2022 AT 12:00

Issued by:
Nkandla Municipality
Private Bag X161
Lot 292, Maree Road
Nkandla
Tel No.: 035 833 2000
Tel No.: 035 833 0920



THE BID FOR THE PROVISION OF BANKING SERVICES

Tender number: NKA/BTO002/2021/2022

Due Date: 11 April 2022

Invitation to Bid/Tender

Tender Number	NKA/BTO002/2021/2022
Brief Description of Tender	Provision of banking services
Closing and time of bids	11 April 2022 at 12H00
Bid Documents must be deposited to:	Nkandla Municipality Tender box in the Reception Area Lot 292, Maree Road Nkandla 3855
Address for communication	Nkandla Municipality Budget & Treasury Office Bid related enquiries should be directed to: Manager: SCM (Mr. N Zulu) Phone: 035 833 2052 Specification enquiries should be directed to: CFO (Mr. S Ntombela) E-mail: sntombela@nkandla.org.za Phone: 035 833 2009



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I Instructions to Bidders

A THE TENDER DOCUMENTS

Rules for Bidding

- 1.1. The Nkandla Municipality is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Municipality reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Nkandla Municipality decide not to proceed with the tender.
- 1.3. The Municipality also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement. The Nkandla Municipality will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. All South African firms submitting bids as part of a consortium or joint venture must submit a valid original tax clearance certificates.
- 1.7. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.8. The service provider and its affiliates are disqualified from providing goods, works and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.9. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.10. The Municipality reserves the right to return late bid submission unopened.
- 1.11. Firms may not contact the Nkandla Municipality on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 1.12. Should the contract between the Nkandla Municipality and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by



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the service provider for the appropriate phase of the project during which the appointment was terminated.

Conditions of the Tender

- 1.13. The General Conditions of contract, as stipulated will apply.
- 1.14. The Nkandla Municipality will become the owner of all information, documents, programmes, advice and reports collected and compiled by the service provider in the execution of this tender.
- 1.15. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Nkandla Municipality and may not be reproduced or distributed or made available in any other way without the written consent of the Municipality.
- 1.16. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Council.
- 1.17. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.18. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Nkandla Municipality.
- 1.19. Municipality expressly reserves its rights, in its sole discretion to:
 - i. Accept or reject any quotation;
 - ii. Accept or reject individual items in a quotation;
 - iii. Request clarification or further information regarding any item in the quotation
 - iv. Consider such alternate goods, services, terms or conditions that may be offered, whether such offer is contained in a quotation or otherwise.

Cost of Bidding

- 1.20. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Nkandla Municipality, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Content of Tender Documents

- 1.21. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:
 - i. Instruction to Bidders;
 - ii. Terms of Reference;
 - iii. Evaluation Criterion;
 - iv. Standard Conditions of Contract;



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- v. Technical Bid;
- vi. Financial Bid;

1.22. The Bidder is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

Clarification of Tender Documents

1.23. The Nkandla Municipality will respond to the request for clarification of the tender documents which it receives no later than 1 week (7 days) prior to the deadline for submission of bids prescribed by the Municipality.

Amendment of Tender Documents

1.24. At any time prior to the deadline for submission of bids, the Nkandla Municipality may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.

1.25. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.

1.26. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Council, at their discretion, may extend the deadline for the submission of bids.

B. PREPARATION OF BIDS

Language of Bid

1.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Nkandla Municipality shall be written in English.

Documents Constituting the Bid

1.2. The bid prepared by the Bidder shall comprise the following components:

- a. Technical Bid, including:
 - i. Invitation to Bid
 - ii. Original Tax Clearance Certificate
 - iii. Bid Form
 - iv. Declaration of Interests(MBD4)
 - v. Declaration of past Supply Chain Management practices (MBD8)
 - vi. Preferential Points Claim Forms (As applicable)
 - vii. Certificate of independent bid determination (MBD9)



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- viii. General Conditions of contract
 - ix. Completed Technical Specification Document
 - x. Company Corporate Profile
 - b. Financial Bid, comprising:
 - i. Bid Form
 - ii. Price Schedule

Bid Prices

- 1.3. Prices indicated on the Price Schedule shall be the total price of goods or services including, where applicable:
 - a. All duties and other taxes;
 - b. The price of transportation, insurance and other costs incidental to delivery of the goods or services to their final destination;
 - c. The price of any other incidental services required in terms of the tender deliverables;
- 1.4. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 1.5. A bid submitted with a variable price quotation will be treated as non-responsive and rejected.
- 1.6. Prices shall be quoted in South African Rands.
- 1.7. The Nkandla Municipality has limited resources and bids must be competitive, with market related pricing, as this will be one of the deciding factors in the final award of the contract.

Period of Validity of Bids

- 1.8. Bids shall remain valid for 90 days after the closing date of bid prescribed by the Nkandla Municipality. A bid valid for a shorter period shall be rejected by the Municipality as non-responsive.
- 1.9. In exceptional circumstances, the Nkandla Municipality may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

- 1.10. The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking it "Original Bid".
- 1.11. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.



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- 1.12. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

Sealing and Marking of Bids

- 1.13. Completed tender bid and supporting documents for the project must be submitted in a sealed envelope clearly marked with the project name and number, and must be deposited in the tender box of the Municipality situated in the reception area of the Nkandla Municipality, Lot 292, Maree Road, Nkandla, 3855 by 12:00 on Monday, 11 April 2022.

- 1.14. Faxed and emailed bids will not be accepted.

Closing Date of Bids

- 1.15. Bids (Technical and Financial) must be received by the Nkandla Municipality at the address specified under clause 6.1. In the event of the specified date for the submission of Bids being declared a holiday for the Nkandla Municipality, the Bids will be received up to the appointed time on the next working day.
- 1.16. The Nkandla Municipality may, at its discretion, extend this deadline for submission of bids by amending the bid documents in accordance with clause 13.1, in which case all rights and obligations of the Nkandla Municipality and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

- 1.17. Any bid received by the Nkandla Municipality after the deadline for submission of bids prescribed by the Municipality, will be rejected and/or returned unopened to the Bidder.

Modification and Withdrawal of Bids

- 1.18. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Nkandla Municipality prior to the deadline prescribed for submission of bids.
- 1.19. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause 6. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.
- 1.20. No bid may be modified subsequent to the deadline for submission of bids.
- 1.21. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the bid form.



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C. BID OPENING AND EVALUATION OF BIDS

Opening of Bids by the Municipality

- 1.1. The bidder's names, bid modifications or withdrawals and such other details as the Municipality at its discretion may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to clause 8 above.
- 1.2. Bids (and modifications sent pursuant to clause 9 above) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances
- 1.3. Completed Tender documents and supporting documents for the project must be submitted in a sealed envelope clearly marked with the project name and number, and must be deposited in the tender box of the Municipality situated in the reception area of Nkandla Municipality, Lot 292, Maree Road, Nkandla 3855 by 12:00 on the Monday, 11 April 2022. Promptly thereafter, bids will be open not in public due to covid 19.

Clarification of Bids

- 1.4. During evaluation of bids, the Nkandla Municipality may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

Preliminary Examination

- 1.5. The Nkandla Municipality will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 1.6. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.
- 1.7. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications it will be rejected by the Nkandla Municipality and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Evaluation and Comparison of Bids

- 1.8. The Nkandla Municipality will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Nkandla Municipality.



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- 1.9. The Nkandla Municipality's evaluation of a Financial bid will take into account, in addition to the bid-price (Ex-factory/ex-warehouse/off-the-shelf price) of the goods offered such price to include all costs as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods, and Excise duty on the finished goods, if payable) and price of incidental services, the cost of inland transportation, insurance and other costs incidental to the delivery of the goods to their final destination.

Contacting the Nkandla Municipality

- 1.10. Subject to clause 3 above, no Bidder shall contact the Nkandla Municipality on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Municipality, it should do so in writing.
- 1.11. Any effort by a Bidder to influence the Municipality in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

D. AWARD OF CONTRACT

Post qualification

- 1.1. The Municipality will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.
- 1.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Municipality deems necessary and appropriate.
- 1.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Municipality will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Municipality's right to vary Quantities at Time of Award

- 1.4. The Municipality reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

Municipality's right to accept or reject any or all Bids

- 1.5. The Municipality reserves the right to:
- Accept or reject any bid;



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- b. Annul the tender process and reject all bids at any time prior to contract award;
 - c. Award the contract to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

- 1.6. Prior to the expiration of the period of bid validity, the Municipality will notify the successful bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its bid has been accepted.
- 1.7. The notification of award will constitute the formation of the Contract.

Signing of Contract

- 1.8. At the same time as the Municipality notifies the successful bidder that its bid has been accepted, the Municipality will send the bidder the Appointment letter and all the parties will conclude the service level agreement, incorporating all terms and conditions in the tender documents.

I. Terms of Reference

A. Objectives

CHECK SARS GUIDELINES

1.2 Contract Duration

It would be expected of the successful Service Provider to assume duty immediately upon appointment.

1.3 Termination of Service

In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.

Should the Municipality, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the Municipality shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been



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suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

1.4 Municipality's Discretion

The Municipality reserves the right to:

- a) Accept one or more bids submissions.
- b) Accept a bid that may reflect the lowest pricing.
- c) Reject all bid submitted.
- d) Consider any bid that may not conform to any aspect of this bid.
- e) Request further information from any bidder after the closing date.
- f) Cancel this bid or any part thereof any time, or
- g) Award this bid or any part thereof to any one or more bidders.

1.5 Unsatisfactory Performance

Failure to comply with the conditions of the contract, the Municipality shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract.

Delays beyond time limits and timeframes agreed upon between the parties.

Failure to meet the performance standards indicated in the contract

1.6 Assignment

The Bidder shall not, without prior written authority of the Municipality, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.



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TENDER DELIVERABLES AND TIMEFRAMES

1.1. The timeframes for the tender are contained in the following table

Date	Item	Location
10 February 2022	Advert issued	Newspaper (Ilanga)
21 February 2022	Compulsory Briefing Session	Nkandla Municipality Maree Road, Lot 292 Nkandla 3855 Council Chamber
31 March 2022	Closing date for Enquiries	e-mail
11 April 2022	Tender Due	Nkandla Municipality Reception Area, Tender Box Maree Road. Lot 292 Nkandla 3855

FEE STRUCTURE

1. The Service Provider is to provide the following in the bid:
2. Each required service, its turn-around time and an inclusive quote for each service;
3. The total bid price (all inclusive).

EVALUATION CRITERIA

- 1.2. The bid will be evaluated according to the Preferential Procurement Regulations which prescribe the application of the 80/20 points system.
- 1.3. Where BBBEE points are claimed, a certified copy of BBBEE certificate must be attached.
- 1.4. The points for this bid are allocated as follows:

	COMPONENT	POINTS
1.	Price:	80
2.	Preferential points: BBBEE	20
3.	TOTAL:	100



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1.5.2. Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2017, which stipulate a 80/20 point split for requirements above the R50 000 000.

TECHNICAL BID

DOCUMENTS TO BE COMPLETED

The following documents must be completed by all bidders, and submitted with the technical bid:

MBD 1

Original and valid tax clearance certificate

Bid Form

MBD 4 - Declaration of Interests

MBD 8 – Declaration of past supply chain management practice.

MBD 9 – Certificate of Independent Bid Determination.

General Conditions of Contract

Pricing Schedule

In circumstances of Joint Ventures, all relevant documentation must be provided.

Also refer under returnable document at the end (evaluation criteria)

B. MBD-1- INVITATION TO BID

Delivery of Bids

1.1. Bid documents may be:

Deposited in the bid box situated at:

Reception Area of Nkandla Municipality, Lot 292 Maree Road, Nkandla, 3855

1.2. The bid box is generally open 24 hours a day, 7 days a week.

1.3. Bidders should ensure that bids are delivered on time to the correct address. If the bid is late, it will not be accepted for consideration.

1.4. Official Forms

1.5. All bids must be submitted on the official forms – (not to be re-typed).

General Conditions of Contract

1.6. This bid is subject to the general conditions of contract and the special conditions of contract as attached.



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Particulars to be Furnished

The following particulars must be furnished, failure to do so may result in your bid being disqualified

Name of Bidder: _____

Postal Address: _____

Street Address: _____

Telephone Number: Code _____ Number _____

Cellular telephone Number: _____

Facsimile Number: Code _____ Number _____

Vat Registration Number: _____

Contact Person: _____

E-mail Address: _____

Signature of Bidder: _____ Date: _____

Capacity under which this bid is signed: _____

Failure on the part of the bidder to sign this tender form (MBD1) and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the bid.

Bids should be submitted on the official forms and should not be qualified by the bidder's own conditions. Failure to comply with these requirements or to renounce specifically the bidder's own conditions of tender, when called upon to do so, may invalidate the bid.

Electronic Tenders

- a. The paper document will serve as the legal bid document. A hard copy of the bid response and a backup of the electronic medium e.g. Compact Disc (CD) must be made and kept for record purposes. The saved electronic bid e.g. Compact Disc (CD) must be submitted in a padded protective envelope for protection together with the hard copy.
- b. All electronic data submitted must be an exact copy of the paper document. Any discrepancies between a specific item on the micro floppy diskette and the hard copy may invalidate the bid in respect of the particular item.
- c. To facilitate the evaluation of numeric data (i.e. prices), the paper copy must be completed, signed and submitted before the closing time of the tender.



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Terms

- d. I/We hereby tender to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Government of the Republic of South Africa on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

I/We agree that -

The bid herein shall remain binding upon me/us and open for acceptance during the validity period indicated and calculated from the closing time of the tender;

If I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the State may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the State and I/we will then pay to the State any additional expense incurred by the State having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid, the State shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the State may sustain by reason of my/our default;

If my/our bid is accepted the acceptance may be communicated to me/us by letter or order by ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent, and delivery of such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;

The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose domicilium citandi et executandi in the Republic as indicated above.

I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.



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I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.

I/We declare that I/we have participation*/no participation* in the submission of any other bid for the supplies/services described in the attached documents. If in the affirmative, state names(s) of bidder(s) involved.

I/We hereby declare that I/We have read and understand the above and agree to be bound by the stated terms and conditions.

Are you duly authorised to sign the bid?

*** YES / NO**

Has the Declaration of Interest (MBD4) been duly completed and included with the other bid forms *** YES / NO**

Have the company or any of its Directors, Shareholders or Joint Venture Partners in their present or previous capacity ever been restricted from bidding by any organ of the State? *** YES / NO**

If yes, please provide full details of restriction.

Has a tax clearance certificate been submitted?

***YES/NO**

a. Are you the accredited representative in South Africa for the goods/services offered by you? (If yes enclose proof) *** YES/NO**

b. Total Bid Price: R_____

c. Total Number of Items Offered: _____

Signature

Position

Date



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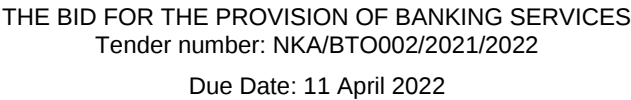
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C. MBD 2 - TAX CLEARANCE REQUIREMENTS

It is a condition of bidding that:

1. The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.
2. The attached form "Application for Tax Clearance Certificate (in respect of bidders)" must be completed in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. The Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of six (6) months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit the original and valid Tax Clearance Certificate may invalidate the bid.
3. In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver's Office.



1. Name of taxpayer / bidder: _____

2. Trade name _____

[illegible][illegible][illegible][illegible][illegible]

Signature of contact person requiring Tax Clearance Certificate: _____

Name: _____

Telephone number: Code: _____ Number: - _____

Address: _____

DATE: 20____ / ____ / ____

Please note that the Commissioner for the South African Revenue Service (SARS) will not exercise his discretionary powers in favour of any person with regard to any interest, penalties and / or additional tax leviable due to the late- or underpayment of taxes, duties or levies or the rendition returns by any person as a result of any system not being year 2000 compliant.



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D BID FORM

To:
**Municipal Manager
Nkandla Municipality,
Nkandla**

Dear Sir/Madam

Having examined the Tender Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver (Description of Goods and Services)

In conformity with the said Tender Documents and hereby undertake that we accept all the conditions of said documents, in particular:

- The rules for bidding, conditions of the tender and other instructions to bidders.
- The terms of reference above.
- The bid evaluation criterion.

We accordingly undertake to supply the stipulated goods and services as per our attached technical bid. In addition, the particulars of our organisation such as legal status, principal place of business, details of experience and past performance are furnished with this bid form.

We further undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in our bid.

We agree to abide by this bid for the Bid validity period specified in Clause 0 above and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2022

Name:
Capacity:

Capacity

Company Stamp



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Due Date: 11 April 2022

Who warrants that he/she is duly authorised to sign this Bid for and on behalf of:

MBD 3.1 - Pricing Schedule – Firm Prices

Name of bidder: _____

General Conditions

1.7. Only firm prices will be accepted (including prices subject to rates of exchange variations)

1.8. Offer to be valid for _____ days from the closing date of bid.

1.9. Does offer comply with specification? *Yes/No

1.10. If not to specification, indicate deviation(s)

a. _____

b. _____

c. _____

1.11. Period required for delivery _____

1.12. Delivery period **Firm/not firm**

1.13. Delivery basis (all delivery costs must be included in the bid price) _____



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MBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1. Full Name of bidder or his or her representative:

2.2. Identity Number:

2.3. Position occupied in the Company (director, trustee, shareholder²):

2.4. Company Registration Number:

2.5. TaxReferenceNumber:.....

2.6 .VAT Registration Number:



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2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.



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2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....
.....
.....



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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

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

Full Name	Identity Number	Personal Reference Number	Tax	State Number	Employee / Persal



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DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



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MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated that exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100
1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.	
1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.	



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2. DEFINITIONS

- 2.1.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- II. 2.15 **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;



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- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80(1 - \frac{Pt - Pmin}{Pmin})$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid



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5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium, or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-



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contractor is an EME that has the capability and ability to execute the sub-contract.

- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number :

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]



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9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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



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WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....

.....



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MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Item	Item	Item
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		



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4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



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MBD 9

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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that 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.



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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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



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MBD 9

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.

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.

10. 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



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NKANDLA LOCAL MUNICIPALITY

TERMS OF REFERENCE

BACKGROUND

Nkandla Local Municipality invites proposals from prospective service provider for the provision of banking services to Nkandla Municipality in terms of the Bank Act No. 94 of 1990 for the period of 5 years commencing from the date of appointment.

SCOPE OF WORK

Scope of work for this bid include inter alia the following;

- Cash deposit facility
- Cash withdrawals;
- Cheque Payments;
- Online photographic images of cash cheque issued by the municipality
- Supply of pre-printed numbered deposit it book ;
- Tracing cheques lost in transit;
- Providing copies of deposit slips/depositor details/statement;
- Verification of authenticity of all cheques issued by municipality;
- Filling, storage and retrieval of cash cheques
- Direct online function to enquire on the status of cheques presented;
- Timeous intervention and rectification of cheques that have been tempered with or fraudulently negotiated;
- A dedicated support team to maintain and services all banking enquiries;
- Audit Confirmation letter/certificate;
- Returned/disputed debit order. Full details debit order to be provided on request)
- Favourable interest rate on credit balance in the bank account of the municipality;
- Comprehensive daily and monthly cash management reports and statement;
- Hard copies of historical information in respect off all related queries and indicate the available period (min 12 months);
- Deposit errors corrections must be reported to the municipality within 48 hours of the deposit inclusive of all supporting documentation;
- Direct on line statement enquiry
- Direct online stop payment facility



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-
- Electronic historic information in respect of all bank statement and indicate the available period (minimum 12 months)
 - Facility to download information on the bank statement into the municipality's financial system (SAGE EVOLUTION/PASTEL) to facilitate bank reconciliations;
 - An audit trail to all electronic funds transfer in/deposits.
 - Direct online facility to enable transfer of funds electronically between municipality's bank accounts including call and investment account;
 - An electronic direct debit facility to collect payments from the municipality's consumers (bidders and agents bank)
 - An electronic enquiry facility to access direct debit rejections with reason/code explaining the rejection;
 - EFT payment to nominate accounts where the bidders system allows the municipality to specify the exception reports when these limits are exceeded;
 - An audit trail of all EFT payment per payee name and should be able to be printed if required;
 - Transaction referencing system capacity.
 - Enhance deposit identifier on deposits made over the counter at the bank,; validation of the 7 digit municipal account reference number and validated 7 digit reference must be reflected on municipality's bank statement.
 - The bidder's teller must capture the 7 digit account number from the pre-printed deposit forming part of the municipal account for all deposits taken in over the counter at any of the bidder's branches. The account number must be reflected on the bank statement.
 - EFT service which facilitates the creation of bulk payments or collections that are captured off-line in the Municipality's systems (SAGE and Payday) and transfer into the banking system for release.
 - Segregation of duties that allow for the following; capture of information/create payments, locking/verification of transaction/payment batch.
 - Allow for multiply operators/users, each operator must have own user identification and password;
 - The following options on EFT (include cut off times); Two to five dated service, one day service, same day service



THE BID FOR THE PROVISION OF BANKING SERVICES

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- Salaries service options, the bidder's software must be loaded into municipal environment and information transmitted must be encrypted, Host to host facility which is an automated delivery system creating a link for two way data transfer and back up computer facilities should municipality's system fail of failure of the bidders computer system
- Option of the sms and email notification.
- Additional information; Cash handling procedures and security at the bidder's cash centre

PRICING SCHEDULE

Name of the Bidder :

Bid Number :

ITEM	DESCRIPTION OF SERVICE REQUIRED	UNIT PRICE (VAT INCLUDED)
	Cash deposit fee	
	Cash handling fee	
	Cash withdrawal fee	
	Cheque payment	
	Cashing of cheque	
	Re-deposit of post-dated cheque (fee)	
	Original deposit of post-dated cheques (fee)	
	Supply of pre-printed numbered deposit books	
	Cheque collection facility	
	Tracing cheque lost in transit slips/statement	
	Verification of cheques issued	
	Special Clearance of Cheque	



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	Direct online, cheque presented enquiry facility	
	Timeous intervention and facilities of fraudulent negotiated cheques	
	Audit confirmation letters/Certificate	
	Delivery of provisional statement	
	Returned/Disputed debit order	
	Interest paid out at month end	
	Daily and monthly cash management reports and statement	
	Hard copies of historic information requested	
	Download of electronic payment into file format	
	Deposit error corrections reported with 48 hours	
	Online, real time browsing facility	
	Direct online balance enquiry	
	Direct online statement enquiry	
	Direct online stop payment cheques	
	Direct online reversal of stop payment	
	Historic information supplied electronically	
	Audit trial of electronic transfer in/deposit	
	Direct online facility to capture bank transfers	
	Electronics direct debit facility	
	Online direct debit rejections	



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	EFT Payment: Transfer to supplier's bank account	
	EFT Payment: Transfer to agent bank	
	EFT facility to effect salary payments: transfers	
	EFT facility to effect salary payments: Recall of transfers	
	EFT facility to effect salary payments: payment reports	
	EFT facility to effect salary payments: Transaction tracing	
	Direct online audit trial of all unpaid cheques	
	EFT of direct deposit from agent bank	
	Petrol card facility	
	Other Cost	
NET PRICE (EXCL. VAT)		
VAT		
TOTAL BID PRICE (INCL. VAT)		

An additional fees structure/schedule must be attach if necessary.

The following rates must be included

- Current debit interest rate:.....
- Current credit interest rate:.....



THE BID FOR THE PROVISION OF BANKING SERVICES

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Project Manager for Nkandla Municipality

A project manager on behalf of the municipality will be the Chief Financial Officer, Who will coordinate and manage this project and ensure that it is implemented in accordance with specification/TOR.

PROJECT COST

The service provider must supply a detailed total project costing inclusive of Vat in order to ensure a fair and consistence evaluation of the bid.

EVALUATION CRITERIA

1. RETURNABLE DOCUMENTS

- Proof of registration on Central Supplier Database
- Valid Tax Clearance Certificate (original or SARS PIN)
- Company profile (experience, references & CVs of Key personnel's
- Proof of residence of all directors of the company (not older than three months)
- Statement as proof of payment of municipal services for all directors
- Statement as proof of payment of municipal services for business premises
- Certified copy of BBBEE Certificate
- Proof of Company registration
- Previous three years Annual Financial Statement
- Certified copy of registration as the bank in terms of Bank Act and other professional body.

NB: All required copies must be certified and date stamp not older than three months from the advertisement date.

2. FUNCTIONALITY (min threshold of 70 point to proceed to the next stage)

- Experience of key personnel and their qualification: CV and qualification must be attached (50 Points)
- Capacity of Company to execute the project: Current and previous project of the similar nature. (50 Points)

3. 80/20 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT WILL APPLY

Bidders must submit tender document on its original form as provided by municipality.

Last page of the bid document.