

TENDER NOTICE

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TENDER DOCUMENT

TENDER NO		GRDM/06/23-24	
TENDER DESCRIPTION		PROVISION OF BANKING SERVICES FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF 5 YEARS.	
PERIOD		5 YEARS	
CLOSING DATE	03 NOVEMBER 2023	CLOSING TIME	11:00
BRIEFING SESSIONS	An Open Session Via Microsoft Teams. Use link below to join the meeting. https://gardenroute.zoom.us/j/94875016694?pwd=TjZhemRlcDVlQzRnU09mUUhubGw3QT09 Date: 14 September 2023 @ 11h00 am -13h00 pm.		
POSTAL ADDRESS: Garden Route District Municipality Attention: Supply Chain Management Unit PO Box 12 George, 6530 <i>Clearly mark the Bid envelope with the bid number and title of bid on the face of the envelope</i> <i>Any tenders couriered to be deposited in the Municipality's Bid Box, any bids sent to the wrong recipient other than being deposited in the Bid Box will not be considered</i>		TO BE DEPOSITED IN: The bid box at the entrance of the Municipal Offices Garden Route District Municipality 54 York Street George 6529	
ATTENTION: FINANCIAL DIRECTORATE SUPPLY CHAIN MANAGEMENT UNIT GARDEN ROUTE DISTRICT MUNICIPALITY GEORGE		A bid posted or couriered (at sender's risk) to the Municipality, PO Box 12, George, 6530, in good time so as to reach the Municipality before the above-mentioned closing date and clearly indicated attention supply chain management unit, may be accepted on condition that it is placed in the correct Bid box before the closing time, it being understood that the Council disclaims any responsibility for seeing that such bids are in fact lodged in the bid box.	
SUMMARY FOR TENDER OPENING PURPOSES			
NAME OF TENDERER:			
CENTRAL SUPPLIER DATABASE NO:			
TOTAL BIDDING PRICE (INCLUDING VAT)			
Total Bidding Price (Including VAT)		R	
PREFERENCE CLAIMED FOR:			
B-BBEE Status Level of Contributor:			
Preference Points Claimed:			
B-BBEE certificates submitted with the quotation document MUST be VALID ORIGINAL B-BBEE CERTIFICATES or VALID CERTIFIED COPIES OF B-BBEE CERTIFICATES			
VALIDITY PERIOD: AVAILABLE FOR 120 DAYS AFTER THE BID CLOSURE			
CONTACT DETAILS FOR:			
Bidding procedures and documents		Bid Scope and technical specifications	
SUPPLY CHAIN MANAGEMENT: Miss Bukelwa Ndzinde Tel: (044) 803 803 1338 E-mail: bukelwa@gardenroute.gov.za		FINANCIAL SERVICES Ms. Elandie Terblanche TEL: (044) 803 1377 E-mail: elandie@gardenroute.gov.za	

CHECKLIST

Please ensure that the following forms have been completed and signed and all documents, as requested, are attached to the tender document.

Description of document	Document number	Yes	No
Bid Conditions & Information		<input type="checkbox"/>	<input type="checkbox"/>
Part A: Invitation to bid & Part B: Terms and Conditions for Bidding	MBD 1	<input type="checkbox"/>	<input type="checkbox"/>
Terms of Reference		<input type="checkbox"/>	<input type="checkbox"/>
Current Municipal Certificate / Lease Agreement		<input type="checkbox"/>	<input type="checkbox"/>
Pricing schedule – firm prices (purchases)	MBD 3.1	<input type="checkbox"/>	<input type="checkbox"/>
Form of Offer & Acceptance		<input type="checkbox"/>	<input type="checkbox"/>
Declaration of Interest	MBD 4	<input type="checkbox"/>	<input type="checkbox"/>
Preference points claim form for preference points for: 1. Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution & 2. Locality.	MBD 6.1	<input type="checkbox"/>	<input type="checkbox"/>
Formal contracts for services	MBD 7.1	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of bidder's past supply chain management practices	MBD 8	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of independent bid determination	MBD 9	<input type="checkbox"/>	<input type="checkbox"/>
Authority of Signatory		<input type="checkbox"/>	<input type="checkbox"/>
General Conditions of contract & Bid Requirements		<input type="checkbox"/>	<input type="checkbox"/>
Annexure A: Past Experience		<input type="checkbox"/>	<input type="checkbox"/>

Please sign on Completion.

.....
NAME OF THE BIDDER

.....
SIGNATURE

.....
DATE

1 Agreement

The successful bidder will be expected to sign the Contract Form (Part 1) of this bid document within 30 days of the date of notification by the Garden Route District Municipality that his/her bid has been accepted.

2 Completion of Bid Documents

- (a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- (b) Bid documents may not be retyped or altered in any way.

3 Alteration or Qualification of Bid

No unauthorised alteration of this set of bid documents will be allowed. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity must be cleared with contact person for the bid before the closure date.

4 Authorised Signatory

- (a) **A copy of the recorded Resolution taken by the Board of Directors, members, partners, or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.**
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

5 Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the **Tender Box at the Garden Route District Municipality by not later than 11h00 on 03 November 2023.**
- (b) **Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.**

6 Opening, Recording and Publications of Bids Received.

- i. Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents.
- ii. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out aloud.
- iii. Bids received in time recorded and entered in a register which is open for public inspection.

7 Tax Clearance Certificate / SARS TCS Pin

- i. Compulsory requirement to submit active, valid Tax Compliance Status Pin (TCS) for independent verification of Tax status as at Bid evaluation stage.
- ii. Bids submission not supported by a valid SARS TCS Pin will be non-compliant.
- iii. Consortia / joint ventures /sub-contractors are involved; each party must submit individual SARS TCS Pin.

8 Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid documents.

9 Acceptance or Rejection of a Bids

The Garden Route District Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Garden Route District Municipality does not bind itself to accepting the lowest bid.

10 Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information at Garden Route District Municipality Database Department. The Garden Route District Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

- 11 Non-Compulsory Briefing Session Details:**
An Open Session Via Microsoft Teams. Use link below to join the meeting.
<https://gardenroute.zoom.us/j/94875016694?pwd=TjZhemR1cDVlQzRnU09mUUhubGw3QT09>
Date: 14 September 2023 @ 11h00 am -13h00 pm.
- 12 Stamp and Other Duties**
The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions.
- 13 Language of Contract**
The contract documents will be compiled in English and the English versions of all referred documents will be taken as applicable.
- 14 Procurement Policy**
Bids will be awarded in accordance with the Preferential Procurement Policy of Garden Route District Municipality, pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- 15 Expenses Incurred in Preparation of Bid**
The Garden Route District Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.
- 16 Wrong Information Furnished**
Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Garden Route District Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.
- 17 Validity Period**
Bids shall remain valid for **120 days** after the bid closure date.
- 18 General and Special Conditions of Contract**
The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.
- 19 Municipal Rates, Taxes and Charges**
- i. The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors in its Bid Document submission.
 - ii. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not arranged for a settlement before the bid closure date will be disqualified.
 - iii. *Bids submission not supported by a recent municipal account will be non-compliant. In the event of leasing, a valid lease agreement must be attached to the bid document.*
 - iv. A Tenderer must submit a Municipal Account for their primary business location or valid lease agreement, as per address indicated in the bid document, to claim preference points for locality.
 - v. Failure to submit a valid Municipal Account or Lease agreement will result in 0 preference point allocation for locality.
- 20 Contact with Municipality after Bid Closure Date**
- i. Bidders shall not contact the Garden Route District Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded.
 - ii. If a bidder wishes to bring additional information to the notice of the Garden District Municipality, it should do so in writing to the Garden Route District Municipality.
 - iii. Any attempt by the firm to influence the Garden Route District Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.
- 21 B-BBEE Supplier Bid Declaration**
- i. Bidders should complete the "preference claimed for" block in front page of the document, bid declaration point 1.4, 4.1 & 6.1 and failure on the part of a bidder to complete mentioned bullet points, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed and you will not receive any points.
 - ii. Bids submission not supported by a B-BBEE certificate / sworn affidavit will be non-compliant.
 - iii. Joint Ventures and Consortiums to submit a valid B-BBEE certificate in the name of the Joint Venture or Consortium

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GARDEN ROUTE DISTRICT MUNICIPALITY					
BID NUMBER:	GRDM/06/23-24	CLOSING DATE:	03 NOVEMBER 2023	CLOSING TIME:	11:00
DESCRIPTION	PROVISION OF BANKING SERVICES FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF FIVE YEARS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED -TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD 7.1).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
GARDEN ROUTE DISTRICT MUNICIPALITY					
SUPPLY CHAIN MANAGEMENT UNIT					
54 YORK STREET					
GEORGE					
6530					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
COMPULSORY TO BE COMPLETED BY THE BIDDER					
TAX COMPLIANCE STATUS	TCS PIN:		AND	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]			ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE	R
SIGNATURE OF BIDDER				DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:				TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCIAL SERVICES			FINANCIAL SERVICES	
CONTACT PERSON	BUKELWA NDZINDE			ELANDIE TERBLANCHE	
TELEPHONE NUMBER	(044) 803 1338			(044) 803 1377	
FACSIMILE NUMBER	086 21 555 04			N/A	
E-MAIL ADDRESS	bukelwa@gardenroute.gov.za			elandie@gardenroute.gov.za	

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

3.6.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

TENDER NOTICE

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FORMAL TENDER ADVERT

Tenders are hereby invited for:		COMMERCIAL BANKS REGISTERED IN TERMS OF THE BANKS ACT, 1990 (ACT 94 OF 1990) ARE INVITED TO TENDER FOR THE PROVISION OF BANKING SERVICES FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF 5 YEARS.			
Advertisements:	Newspapers, Municipal Notice Boards; Municipal Website & E-Publication				
Tender Number:	GRDM/06/23-24	Publish date:	24 AUGUST 2023	Closing date:	03 NOVEMBER 2023
Non-Compulsory Briefing Session Details:	An Open Session Via Microsoft Teams. Use link below to join the meeting. https://gardenroute.zoom.us/j/94875016694?pwd=TjZhemR1cDVlQzRnU09mUUhubGw3QT09 Date: 14 September 2023 @ 11h00 am - 13h00 pm.				
Tender application's closing time: 11:00 Tenders will be opened immediately after the aforementioned time at the Garden Route District Municipality Head Office, 54 York Street, George.					
Where to access tender documents					
Tender documents are obtainable from Ms. Bukelwa Ndzinde during office hours (Mondays to Thursdays, 08:00 - 16:30 and on Fridays, 08:00 - 13:30). Tel: 044 803 1338; E-mail: bukelwa@gardenroute.gov.za , upon tender participation fee of R350.00 per set. Alternatively, documents may be downloaded free-of-charge from the Garden Route District Municipality website at www.gardenroute.gov.za .					
TENDER SUBMISSION RULES					
Important notes:					
<ul style="list-style-type: none"> Tenders are to be completed in accordance with the conditions and tender rules stipulated in the tender document. Tender and supporting documents must be delivered in an envelope, clearly marked "GRDM/06/23-24 PROVISION OF BANKING SERVICES FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF 5 YEARS" at the Garden Route District Municipality's Head Office, 54 York Street, George Tenders may only be submitted on the tender document issued by the Municipality. Requirements for sealing, addressing, delivery, opening and assessment of tenders, are stated in the tender document. A valid Tax Clearance Status Pin (TCS) and MAAA Number must be submitted with the tender document, failure to submit the required documents your bid will be disqualified. VAT must be included in all prices (VAT vendor must be registered). Late tenders, tenders per fax or e-mail will not be accepted. Tenders couriered to be delivered to the Municipality will only be accepted if received within the stipulated closing time. Council reserves the right to accept any bid proposal in full or part thereof. Council will only award tenders to service providers who are registered on the Central Supplier Database (CSD). Visit https://secure.csd.gov.za if you have not registered on CSD. Tenders will only be considered in accordance with the bid requirements. 					
Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy of Council based on the Preferential Procurement Regulations of 2022 and the Garden Route District Municipality Supply Chain Management Policy, where 80 points will be allocated in respect of price and 20 points in respect of preference points allocation B-BBEE level contribution status and locality.					
Clarity on bidding procedures may be directed to:		Ms Bukelwa Ndzinde; Tel: (044) 803 1338; E-Mail: bukelwa@gardenroute.gov.za			
Clarity on technical information may be directed to:		Ms Elandie Terblanche; Tel: (044) 803 1377; E-Mail: elandie@gardenroute.gov.za			
Notice no.	112/2023				
Authorised by:	MG Stratu, Municipal Manager, Garden Route District Municipality				

**GARDEN ROUTE DISTRICT MUNICIPALITY
TERMS OF REFERENCE
PROVISION OF BANKING SERVICES FOR A PERIOD OF THREE YEARS.**

1. BACKGROUND

1.1 DESCRIPTION OF MUNICIPALITY

Garden Route District Municipality is a regional authority located on the South Eastern coast of South Africa, ± 440 kilometres southeast of Cape Town. It is popularly known as the Garden Route Klein Karoo region in terms of the tourism factor. Garden Route District has the third largest district economy in the Western Cape, after the City of Cape Town and the Cape Winelands District. The Garden Route District is also geographically the third-largest district within the Western Cape Province. The district is composed of 7 local municipalities namely; Bitou, Knysna, George, Mosselbay, Oudtshorn, Hessequa and Kannaland. The operations of the District is spread throughout the region.

1.2 TENDER REQUIREMENTS

In terms of the Municipal Financial Management Act, 2003 (Act 56 of 2003) - (MFMA), Supply Chain Management Regulation 30, the Municipality must procure banking services through a competitive bidding process. Therefore all commercial banks registered in terms of the Banks Act, 1990 (Act 94 of 1990) are invited to tender for the provision of banking services to the Garden Route District Municipality for a period of 5 years.

Garden Route District Municipality reserves the right to award the tender for Banking Services in Accordance with the Approved Supply Chain Management Policy of council and the Municipal Supply Chain Management Regulations. Please take note that this tender does not entitle the preferred banker to any formal investment but Investments would be carried out in accordance with the approved Investment policy of council. Bids will only be accepted from banks with a branch in George or a bank which can provide an acceptable timeframe for establishing such a facility in the town of George due to the Head Office being geographically located in George.

It must be noted that should there be any other requirements or niche services which fall outside of the scope of this tender, the Municipality reserves the right to procure those services by means of a separate process, if found to be more effective, at the sole discretion of the Municipality, as part of this tender.

The banking services the District Municipality requires, are to be provided or made available as set out below:

MINIMUM REQUIREMENTS:

Banking License as issued by the Registrar of Banks at the South African Reserve Bank(SARB), for commercial banks registered in terms of the Banks Act, 1990 (Act 94 of 1990) and its subordinate legislation.

Items marked with * are considered critical and any bidder who answer no to any one of these items will be regarded as non-responsive.

Proof of reference MUST be attached to the tender document for each point.

2. BANK ACCOUNT

2.1 In terms of MFMA Act. No. 53 of 2006, a Municipality must have a Primary Bank Account. The following monies are paid into the Primary Bank Account.

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

2.2 For the purpose of this tender the Municipality will seek to have two Bank Accounts, the Primary Bank Account and Secondary Account both function with regards to income receipt and expenditure payments. The total transactions as given is applicable to both primary and secondary bank accounts.

2.3 Pending on prevailing circumstance the Municipality may on request seek to establish a 3rd bank account for serving a particular cause such as donations for a relief account or other.

3. FINANCIAL ACTIVITIES AND INFORMATION

3.1 All payments to creditors are effected mostly by electronic transfers.

3.2 There is a Cash Collections contract in place for the collection of cash at various municipal offices or premises around the region and therefore the interested Bank should indicate presence in all of the 7 local municipalities as stated in paragraph 1.1 of the tender document.

3.3 The District Municipality at present employs around **900 permanent officials** and at any given time has contract employees in its staff complement; and their number varies from time to time.

3.4 Salaries are paid through a 24-hour electronic transfer service monthly and the expectation is all employees will have their salaries in their bank accounts on the 25th of every month irrespective of whom they bank with. Please note the Salary payment may differ due to other factors such as when the 25th is over the weekend or not.

- 3.5 Revenue may only be received by the cashiers, direct deposits, and facilities for speed points, interbank transfers and post office payments.
- 3.6 The District Municipality does not have prepaid electronic sales facilities with any vendors as you would find in the case of a Local Municipality. However, the possibility of a payment gateway should be noted if the banking institution can facilitate such a service.
- 3.7 The following statistics is available:
The Municipality's budget for **2023/2024** is:
- Revenue: R 526 million
 - Capital: R 158 million
 - Expenditure: R 532 million
- 3.8 The Municipality currently has **two (2) bank accounts** i.e. Primary account and the Roads Agency Account on behalf of the Department of Transport and Public Works (secondary account).
- 3.9 Certificate of registration as Banks in terms of the Banks Act. No. 94 of, 1990 must be attached.
- 3.10 Only one annual escalation will be allowed and the rate must be indicated in the bid submission for each year of the tender and factored into the annual pricing schedules for the 5 year contract period.

4. TRANSACTIONAL BANKING REQUIREMENTS

The following are the user requirements in respect of banking facilities for the Municipality.

4.1 INCOME

4.1.1 DEPOSITS MADE INTO PRIMARY BANK ACCOUNT

- i) The primary bank account will receive all the Municipality's cashiers, deposits from the public in terms of payments for services rendered or to be rendered. This account will also receive all income from National and Provincial Government or any of the government departments.
- ii) Please note that the successful bidder will be required to perform an assessment on the current municipal payment system and make recommendations to the District Municipality in terms of improved internal control systems to mitigate potential risk against fraud and illegal activities.
- iii) Pre-printed deposit books are required to record individual cashier's deposits.
- iv) Pre-printed carbonised deposit books (in triplicate with 12 digits and MICR Code.
- v) Cost per item must be provided in the pricing schedule.
- vi) The Municipality reserves the right to source these deposit books from the successful tenderer as mitigating control against fraud and illegal activities. As an internal control to ensure completeness of transactions and control over stationery.
- vii) The successful tenderer to review the banking controls for deposits to make recommendations to the District Municipality in terms of how to improve deposits for banking reconciliation process and payment allocation.

- viii) **Implementation of a unique reference number sequence to be used as payment reference must be specified to ensure clients used their unique account numbers as references when uploading payment on the bank profile.**
- ix) **ATM's and/or banking facilities consideration to be made available at the remote resorts – Calitzdorp Hot Springs and De Hoek.**

4.1.2 CASH CENTRES

The bank shall provide a facility where it can receive the Municipality's CIT service provider, which will be dropping off bulk deposits.

4.1.3 IMAGING OF ALL DEPOSIT SLIPS

Imaging of deposit slips are to be made available electronically, on a daily basis or alternatively at intervals to be agreed, but not later than seven (7) days after the transaction.

4.2 EXPENDITURE

This category represents transactions pertaining to Payroll, Accounts Payable and Sundry Payments.

- i) The Main Bank Account is utilised for the payment of all salary related items, including third party payments (PAYE, Pension, Medical Aid Deductions, etc).
- ii) The vast majority of such payments are processed electronically via EFT's using "**Phoenix** Financial Management System and Payday System".
- iii) All transaction debited or credited to this Bank Account must contain 999 effective referencing to clear identification. In such instances the EFT payment number should be quoted in the text field. The same procedure is required for "Unpaid" EFT amounts relating to an individual employee payment.
- iv) Monies to be recalled on the same day service.
- v) The following are imperatives for the management of all payments made:
 - Seamless integration of payment files and formats with the current financial systems used
 - Timeous and secure processing of all transactions;
 - Cost-efficient methods of payment
 - Stringent authorization and security controls via a two-stage sign in and release payment
 - Efficient management and reduction of risk processes
 - Enhanced data integrity due to stringent validation controls;

- vi) **SEED number facility must be available when uploading these files to ensure seamless integration for payment.**

4.3 **GENERAL**

The following category pertains to all bank accounts.

4.3.1 **BANK CHARGES**

- i) Bank Charges for all of the bank accounts in the name of the Garden Route District Municipality must be directed to the Applicable Bank Account.
- ii) Invoices supported by detailed workings of the calculation of the bank charges must be supplied monthly.
- iii) Statements should specifically reflect all electronic transfer charges and cash deposit fees alongside each transaction. Other bank charges and fees can appear on separate line items on the statements

4.3.2 **SWEEPING OF BALANCES**

- i) For interest calculation purposes, and for the application of overdraft and other banking limits, balances on all accounts must be notionally consolidated at all times by the bank within one overall cash management system.
- ii) Interest should be paid on all daily net credit balances, calculated at a prime linked rate of interest.

4.3.3 **BANK STATEMENTS**

- i) Bank statements should be in a format that can seamlessly integrate on the financial system being used (e.g. text format, CDV, etc).
- ii) Bank statements must be available for importing/integration the next day by close of business.
- iii) Hard copies of bank statements must be made available on request (at no extra cost).
- iv) Online Bank statements must be available to be generated from the online banking platform, by the next day at 07:30.

4.3.4 **EXIT STRATEGY**

Should the existing tenderer's contract not be renewed at the end of the contract period, the tenderer will be required to provide services prior to the take-over of the new tenderer, at the same terms and conditions, until such time that the Municipality closes its existing bank accounts.

4.4 PHOENIX FINANCIAL MANAGEMENT SYSTEM REQUIREMENTS

4.4.1 HOST-TO-HOST SOLUTION

- i. Seamless phased in implementation of the conversion interface with the successful bidder.
- ii. A secure and seamless host-to-host solution (that can handle the Municipality's transactional volumes) for the electronic transfer of the Municipality's transactions from the Municipality's Phoenix system to the bank and back needs to be provided.
- iii. The host-to-host solution must be able to transfer electronic transactions from Phoenix to the bank's system and back without downloading the transactions to a user's PC.
- iv. This solution needs to accept transactional files in the standard ACB / Bank Serv format / a format that can easily be created in the Phoenix environment up until seamless integration has been implemented.
- v. The successful tenderer needs to provide the programming codes to the Municipality's financial management software service provider, for the Phoenix system, if required for any integration.
- vi. A message indicating if the transmission was accepted needs to be returned within one hour of any transaction.
- vii. The system must be able to handle payment transactions of more than R 100 000 000 (100 million rand) mixed with other smaller payment transactions in the same file.
- viii. The system must be able to handle more than one payment file per day (no overwriting of previously sent file).
- ix. The system must be able to handle payments to all other banks in one file.
- x. Security based on different user codes for the different business user groups need to be provided.
- xi. Item / Transaction limits, day limits, weekly limits, etcetera needs to be provided per user code.
- xii. An administrative system that will warn the Municipality if any of the daily or weekly limits are close to being exceeded.
- xiii. File security via control totals and hash totals needs to be provided.
- xiv. A file / directory naming convention should be utilized whereby the files / directory can easily be identified without looking at the contents of the file.
- xv. Use must be made of a system of transmission numbers and sequence numbers that prevent the accidental duplication of a transmission / file (if the file was sent twice).
- xvi. The transactions reflected in Municipality's bank statement needs to be sent to the Municipality on a daily basis.
- xvii. The bank statement file needs to be in a format that can easily be created in the Phoenix environment.
- xviii. This solution needs to have a built-in two stage sign on and approving security mechanism on the banking platform.
- xix. **SEED security codes must be available to implement for a secure payment environment.**

4.4.2 **DESKTOP / DIRECT SOLUTION**

- i. A desktop based online solution (utilizing modems or the internet as a communication medium) needs to be provided for ad hoc payments of small manual captured transaction volumes.
- ii. This solution needs to have a built-in two stage sign on and approving security mechanism.
- iii. This solution can also be used as the back-up solution to the host-to-host solution.
- iv. The solution needs to prompt the users every 30 or 40 days to change your access password.
- v. A user-friendly manual needs to be provided to the users to guide application.

4.4.3 **REQUIREMENTS FOR BOTH THE HOST-TO-HOST AS WELL AS THE DESKTOP / DIRECT SOLUTION**

- i. Where payments are sent in advance, it must be possible to cancel specific transactions via electronic communications in an emergency cases.
- ii. A message / messages indicating rejected / unpaid transactions need to be returned the next day or as soon as available.
- iii. An online bank inquiry solution needs to be provided. This could be via the desktop / direct solution mentioned above.
- iv. Must be possible to handle payments to banking institutions where a universal branch code utilized.
- v. Reference fields must be returned on all transactions that are rejected.
- vi. Branch code verifications as well as CDV checks need to occur immediately after any transactions are sent.
- vii. Normal internet e-mail will not be acceptable as a mode of transmission between the Municipality and the bank.
- viii. Both the host-to-host system as well as the desktop / direct solution must be able to accept transactions between the hours of at least 07:00 and 17:00 on workdays
- ix. The District Municipality needs to be notified of any redirected transactions.
- x. All payment entries on the bank statement must show a unique reference number. For EFT payments it will be the EFT batch reference number.
- xi. Bank charges and interest must be separately and uniquely coded by the bank. Any subsequent adjustments to these entries must bear the same reference number on the bank statements as the original entry.
- xii. The Municipality may arrange the printing and numbering of its own cheques which must conform to the bank and Phoenix specifications.
- xiii. The system needs to provide the following services: same day, one day, two day and five day as well as a warehousing service of future dated transmissions (at least 30 days in advance).
- xiv. This solution needs to have a built-in two stage sign on and approving security mechanism

4.4.4 TESTING REQUIREMENTS

- i. Tenderers must provide a testing environment / testing facility.
- ii. **The test environment / facility must be available before go live as well as after for go live.**
- iii. **Tenderers** must assign dedicated staff to be prepared to interact and respond during the Municipality's implementation development progress.
- iv. Bank should be prepared for parallel run/s for up to two months before Go-Live.

4.4.5 EXTERNAL TRANSACTION CODES

- i. Every bank must submit with the completed tender documents a complete list of their external transaction code used.
- ii. This must be supplied in hardcopy and electronic format (in Excel).
- iii. The list should include columns specifying the following:
 - External Code
 - Description
 - Debit / Credit Indicator
 - Function Code
 - Function Code Description
 - Transaction Category / Type Code – CT/DT
 - Statement Transaction Category Code
 - Transaction Code
- iv. The successful tenderer needs to undertake to inform the Municipality of any new bank code at least ten (10) working days before the code is implemented by the bank. (The eventual contract will include a clause relating to penalties if the requirement is not complied with.)

4.5 BANK RECONCILIATION

- i. Bank Reconciliations to be performed electronically by the Municipality. Bank statements will be seamlessly integrated from the bank in the file layout required by the Phoenix Financial System until the integration is implemented.
- ii. Bank statements is to be downloaded daily from the bank in the file layout format required by Phoenix System and uploaded into the Phoenix System bank reconciliation module using the transaction identifier / reference number on the statement to determine the type of transaction.
- iii. To provide sequential numbering for transactions for the duration tender or bank contract
- iv. All bank statement transactions require to be clearly and correctly referenced in an agreed manner to facilitate the Phoenix System bank reconciliation process.
- v. Each bank transaction must have a unique number.

- vi. Bank statements must be available for importing/integration the next day **by close of business to ensure all transactions are included in the file.**

4.6 **BANK FACILITIES**

In addition to the above, the Municipality requires the following minimum banking facilities / services:

- i. Overnight / bridging facility linked between the Municipality main and call account in the event of an overdraft
- ii. Performance Guarantees
- iii. Forward cover
- iv. Foreign currency
- v. ACB debits and credits
- vi. Travel Card facilities
- vii. Customer credit referencing
- viii. Economic advice / forecasting
- ix. Funds transfer: Daylight Limit
- x. Short-Term Investments
- xi. Petrol Card Facility for fleet management

4.7 **PROTECTION AGAINST FRAUD**

The Municipality requires to be protected against all forms of fraud relating to the receipt and payment of cash, and the processing of banking transactions. Such measures should include cheque verification, authorisation of EFT's, password controls, bulk cash handling security, payment mandates, security of data, credit / debit transactions, etcetera.

4.8 **TRANSACTION VOLUMES**

- i. Estimated transaction volumes have been included in the pricing schedule. Monthly average receipts is 600 individual receipts, Monthly expenditure on average 1200 payments per month.
- ii. These volumes are indicative of the actual volume of Municipality's banking transactions per annum and are to be used as a basis of the types of services required.
- iii. The evaluation of tenders in terms of bid prices received will be based on the comparative evaluation of tenders submitted.

- 4.9 **The successful tenderer must be prepared to negotiate any new developments / services which may become available during the tenure of the content.**

5. **REQUIRED INFORMATION:**

- 5.1 The bidder must submit a company profile, including for example, copies of the company founding statements, as well as a detailed exposition of previous work done.
- 5.2 Bids must include provision for the training of staff of the Municipality, relating to the implementation and management of the banks, services and must be on site at the municipality during the implementation phase.
- 5.3 User manuals must be provided where relevant.
- 5.4 Account Executive to be available for Cyclical Scheduled meetings especially in the migration process with the CFO and staff of the District Municipality to ensure smooth migration to the account.

6. ACRONYMS AND ABBREVIATIONS USED

- ACB: Automated Clearing Bureau
- DI: Deposit Identifier (reference)
- CDV: Check Digit Validation
- CIT: Cash in Transit
- Council: Garden Route District Municipality
- ECA: Credit Agency Advisor
- CCT Cisco Certified Technician Routing and Switching
- EFT: Electronic Funds Transfer
- MICR: Magnetic Ink Character Recognition
- TPC: Third Party Collector (Council vendor)
- SCM Supply Chain Management Policy
- PAYDAY System & Phoenix : Financial System Garden Route District Municipality

7. TENDER EVALUATION

- 7.1 The stages of evaluation and adjudication will be as follows:
 - (i) Stage 1: Compliance with legislative and statutory requirements
 - (ii) Stage 2: Pre-qualification stage
 - (iii) Stage 3: PPPFA scoring (price and preference)

7.2 **An online briefing session would be held for clarification purposes.**

7.3 **Stage 1: Compulsory Requirement:**

Banking License as issued by the Registrar of Banks at the South African Reserve Bank (SARB), for commercial banks registered in terms of the Banks Act, 1990 (Act 94 of 1990) and its subordinate legislation.

Furthermore, there are items marked with * which is in the functionality table in Stage 2 which is compulsory with supporting evidence in the tender file to be provided – this is compulsory requirements in order to be considered.

7.3 **Stage 2: Pre-Qualification Scoring**

7.2.1 Only tenders scoring a minimum of **84 points out of 120 (70%)** in stage 2 will be further considered for evaluation in stage 3. The scoring of the pre-qualification (stage 2) in the tender will be on the basis of its responsiveness.

7.2.2 The potential bidder would also be assessed on the existing corporate social programmes and commitment to partner with the Garden Route District Municipality in terms of the following:

- a. Value Committed for Corporate Social projects in the Garden Route Region (Rand Value)
- b. Added Value Initiatives geared towards supplier Development programmes
- c. Employees financial wellness programme
- d. Vendor financing Programmes/Facility in place to assist supplier that have contracts in place and require advance payments in terms of Cash on Delivery terms with their suppliers for the supply of the materials.

7.4 **Stage 3: Evaluation in Accordance to Garden Route DM SCM Policy and Related Legislation**

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), PPPFA and its Regulations of 2017 and the Garden Route District Municipality's SCM Policy, where 80 points will be score for price and 20 points for B-BBEE status.

7.5 The following criteria and formula will be used to calculate points for the Pre-Qualification scoring (Stage 2) of the tender:

Category	Criteria	Maximum Points	Weight (Points)
1	TRANSACTIONAL BANKING	30	30
	Primary & Secondary Bank Account	3 points	
	Expenditure	2 points	
	Bank Reconciliations	2 points	
	Host to Host Solutions	12 points	
	Desktop / Direct Solution	3 points	
	Host to host solution and desk top direct solution	4 points	
	Testing Requirements	1 point	
	External transaction Codes	3 points	
2	IMPLEMENTATION PLAN AND TIME SCALES	4	4
3	OPERATIONAL EFFICIENCY AND USER FRIENDLINESS	37	37
	Primary Bank Account	3 points	
	External Transaction Codes	3 points	
	Kiosks	2 points	
	Bank Reconciliation	4 points	
	Treasury	5 points	
	Host-to-Host Solution	2 points	
	Expenditure	2 points	
	Desktop / Direct Solution	2 points	
	Host to Host solution and desk top Direct Solution	11 points	
	Fleet Management Facility	1 point	
	Fraud Protection	2 points	
4	CORPORATE STRUCTURE AND STRENGTH OF TENDER	33	33
5	CORPORATE SOCIAL PROGRAMMES AND SUPPORT	16	16
	Rand Value committed to the region for Corporate Social projects	10	
	Employee Financial Wellness Programme	2	
	Existing Vendor financing facility	2	
	Added value programmes for supplier development to the region	2	
	TOTAL SCORING POINTS WEIGHT:		120

N.B The information requested on the following pages should be supplied by the tenderers for the purposes of evaluation in terms of the above Pre-Qualification scoring.

The applicable values / points guide below will be used for the allocation of pre-qualification points:

NO = 0 points;

YES = 1 point OR as indicated for each Criteria.

NOTE: ITEMS MARKED WITH * ARE CONSIDERED CRITICAL AND ANY BIDDER WHO ANSWER NO TO ANY ONE OF THESE ITEMS WILL BE REGARDED AS NON-RESPONSIVE.

Please indicate YES or NO for every line in the schedule below as well as the date to be implemented.

Proof of reference MUST be attached to the tender document for each point in every line. If proof for any point/s is not attached, zero (0) points will be scored.

PRE-QUALIFICATION EVALUATION RESPONSE SHEET					Indicate with an ✓ if PROOF OF REFERENCE attached and indicate page number
THE RESPONSES SHOULD BE IN ACCORDANCE WITH AND IN THE ORDER OF THE FOLLOWING CRITERIA (AND CLEARLY REFERENCED TO THE CATEGORIES AS INDICATED IN THE TABLE BELOW)					
CAT	TECHNICAL COMPATIBILITY	YES	NO	Date to be implemented	
1. TRANSACTIONAL BANKING [30 POINTS]					
Primary Bank Account (3 Points):					
1.1*	Must accept all Municipal deposits				
1.2*	Validation of identifier				
1.3*	Any adjustment must show original identifier				
Expenditure (2 points):					
1.4*	Any adjustment must show original identifier				
1.5*	All payment entries to show a unique reference number				
Bank reconciliations (2 Points):					
1.6*	Bank statements to be downloaded daily in the required file layout format				
1.7*	All bank statement transactions require to be correctly referenced to facilitate the financial system of the municipality's (currently Phoenix) reconciliation process				
Host-to-Host Solution (12 Points):					
1.8*	Secure host-to-host solution that can handle the Municipality's transactional volumes				
1.9*	Transfer electronic transactions from Payday / Phoenix to the bank's system without downloading the transaction to a user's PC				
1.10*	Accept files in the standard ACB / BankServ format / a format that can easily be created in the Payday / Phoenix environment				
1.11*	Handle payment transactions of more than R5 000 000.00 mixed with other smaller payment transactions in the same file				
1.12*	Handle more than one payment file per day (no overwriting of previously sent file)				

PRE-QUALIFICATION EVALUATION RESPONSE SHEET					Indicate with an ✓ if PROOF OF REFERENCE attached and indicate page number
THE RESPONSES SHOULD BE IN ACCORDANCE WITH AND IN THE ORDER OF THE FOLLOWING CRITERIA (AND CLEARLY REFERENCED TO THE CATEGORIES AS INDICATED IN THE TABLE BELOW)					
CAT	TECHNICAL COMPATIBILITY	YES	NO	Date to be implemented	
1.13*	Handle payments to all banks in one file				
1.14*	Security based on different user codes for the different business user groups				
1.15*	Item / Transaction limits, day limits, weekly limits, etcetera per user code				
1.16*	File security via control totals and hash totals				
1.17*	File / directory naming convention whereby the files / directory can easily be identified without looking at the contents of the file				
1.18*	Use of a system of transmission and sequence numbers that prevent the accidental duplication of a transmission file (if the file was sent twice)				
1.19*	Bank statement file in a format that can easily be created in the Payday / Phoenix environment				
Desktop / Direct Solution (3 Points):					
1.20*	Desktop based online solution (utilizing modems or the internet needs as a communication medium) for ad hoc payments of small manual captured transaction volumes				
1.21*	Built in two stage sign on and approving security mechanism				
1.22*	Desktop / Direct solution can be used as the backup solution to the host-to-host solution				
Host-to-Host Solution and Desktop / Direct Solution (4 Points):					
1.23*	Online bank inquiry solution				
1.24*	Handle payments to banking institutions where a universal branch code is utilized				
1.25*	Provide a testing environment / testing facility				
1.26*	Test environment / facility available before go live as well as after go live				
Testing Requirements (1 Point):					
1.27*	Bidders assign dedicated staff to be prepared to interact and respond during CCT's implementation development progress				
External Transaction Codes (3 Points):					
1.28*	A complete list of external transaction codes used must be submitted				

PRE-QUALIFICATION EVALUATION RESPONSE SHEET					Indicate with an ✓ if PROOF OF REFERENCE attached and indicate page number
THE RESPONSES SHOULD BE IN ACCORDANCE WITH AND IN THE ORDER OF THE FOLLOWING CRITERIA (AND CLEARLY REFERENCED TO THE CATEGORIES AS INDICATED IN THE TABLE BELOW)					
CAT	TECHNICAL COMPATIBILITY	YES	NO	Date to be implemented	
1.29*	Supplied in hardcopy and electronic format (in Excel)				
1.30*	List contains the correct columns				
TOTAL CATEGORY 1					
WEIGHTED CATEGORY 1					
2. IMPLEMENTATION PLAN AND TIME SCALES [4 POINTS]:					
Implementation plan:					
2.1	A programme for implementation of the required banking services including a marketing / publicity strategy				
2.2	Provide timescales for implementation.				
Implementation costs:					
2.3	Any additional computer hardware or software (and its cost to the Municipality, if applicable) that Municipality must acquire in order for the proposed banking systems to interface with Payday / Phoenix and / or to operate at the required level of efficiency, and				
2.4	The training requirements (and its cost to Municipality, if applicable) for Municipality's staff to use the proposed banking systems				
TOTAL CATEGORY 2					
WEIGHTED CATEGORY 2					
3. OPERATIONAL EFFICIENCY & USER FRIENDLINESS [37 POINTS]					
Primary Bank account (3 Points):					
3.1*	Identifier to show on bank statement				
3.2*	Pre-Printed deposit pads in line with requirements				
3.3*	Deposit slips to be returned daily/as per scheduled collections via the armed carriers				
External Transaction Codes (3 Points):					
3.4*	Deposits received by the Bank's Cash Centre at any time during the day must be given same day value				

PRE-QUALIFICATION EVALUATION RESPONSE SHEET					Indicate with an ✓ if PROOF OF REFERENCE attached and indicate page number
THE RESPONSES SHOULD BE IN ACCORDANCE WITH AND IN THE ORDER OF THE FOLLOWING CRITERIA (AND CLEARLY REFERENCED TO THE CATEGORIES AS INDICATED IN THE TABLE BELOW)					
CAT	TECHNICAL COMPATIBILITY	YES	NO	Date to be implemented	
3.5*	Cashier Cash Floats to be made up in terms of cash specifications produced by the Municipality. (Money bags to be supplied by the bank)				
3.6*	Tenderer undertakes to inform the Municipality of any new bank codes at least ten (10) working days before the code is implemented by the bank				
Kiosks (2 Points):					
3.7*	Required for Debit/Credit card customer payments of municipal bills				
3.8*	Required for Debit/Credit card customer payments at Customer Self-service terminals.				
Bank reconciliation (4 Points):					
3.9*	Bank statements must be imported on a daily basis and hard copies must be made available on request				
3.10*	Unpaid items must be debited individually on the Bank Statements and bear the same unique identifier reference as the original deposit				
3.11*	Bank statement used for import on the financial system must be in a compatible format to ensure seamless integration.				
3.12*	The sending of the statement file must take place as soon as possible after 12:00 am daily but not later than 16:30 am				
Treasury (5 Points):					
3.13*	Interest and bank charge details on a daily basis				
3.14*	Sweeping facilities and options				
3.15*	All Bank charges and interest to the Applicable Bank account				
3.16*	Cash management scheme netting of balances				
3.17*	Electronic invoices supported by detailed workings of the calculation of the bank charge must be supplied monthly				
Host-to-Host Solution (2 Points):					
3.18*	Message indicating if the transmission was accepted needs to be returned within one hour				

PRE-QUALIFICATION EVALUATION RESPONSE SHEET					Indicate with an ✓ if PROOF OF REFERENCE attached and indicate page number
THE RESPONSES SHOULD BE IN ACCORDANCE WITH AND IN THE ORDER OF THE FOLLOWING CRITERIA (AND CLEARLY REFERENCED TO THE CATEGORIES AS INDICATED IN THE TABLE BELOW)					
CAT	TECHNICAL COMPATIBILITY	YES	NO	Date to be implemented	
3.19*	An administrative system that will warn the Municipality if any of the daily or weekly limits are close to being exceeded				
Expenditure (2 Points):					
3.20*	Report on all successful transfers				
3.21*	Report on all unsuccessful transfers together with identifiers indicating vendor name and value				
Desktop / Direct Solution (2 Point):					
3.22*	Prompt the users regularly to change their password to the solution				
3.23*	Online banking platform requires built-in 2 stage sign-on and approving security mechanism.				
Host-to-Host Solution and Desktop / Direct Solution (11 Points):					
3.24*	Where payments are sent in advance it must be possible to cancel specific transactions via e-mail or alternative means provided by the service provider, in emergency cases				
3.25*	A message / messages indicating rejected / unpaid transactions returned the next day or as soon as available				
3.26*	Reference fields returned on all transactions that are rejected				
3.27*	Branch code verifications as well as a CDV checks occur immediately after any transactions are sent				
3.28*	Normal internet e-mail not used as mode of transmission between the Municipality and the bank				
3.29*	Able to accept transactions between the hours of at least 07:00 and 17:00 on work days, (as long as the Municipality keeps within the BankServ cut-off times for the specific service)				
3.30*	Municipality notified of any redirected transactions.				
3.31*	All payment entries on the bank statement must show a unique reference number				

PRE-QUALIFICATION EVALUATION RESPONSE SHEET					Indicate with an ✓ if PROOF OF REFERENCE attached and indicate page number
THE RESPONSES SHOULD BE IN ACCORDANCE WITH AND IN THE ORDER OF THE FOLLOWING CRITERIA (AND CLEARLY REFERENCED TO THE CATEGORIES AS INDICATED IN THE TABLE BELOW)					
CAT	TECHNICAL COMPATIBILITY	YES	NO	Date to be implemented	
3.32*	Bank charges and interest must be separately and uniquely coded by the bank. Any subsequent adjustments to these entries must bear the same reference number on the bank statements as the original entry				
3.33*	System must provide the following services: same day, one day, two day and five day as well as a warehousing service of future dated transmissions (at least 30 days in advance)				
3.34*	Bank should be prepared for parallel runs for up to two months before Go-Live				
Fleet Management Facility (1 Point):					
3.35*	Availability of a Fleet Management Facility and Fleet card facility.				
Fraud protection (2 Points):					
3.36*	Measures to be instituted to protect council against all forms of fraud should be indicated				
3.37*	Measures to block all debit orders on the municipal bank accounts to protect council against unauthorised and fraudulent expenditure.				
TOTAL CATEGORY 3					
WEIGHTED CATEGORY 3					
4. CORPORATE STRUCTURE & STRENGTH OF TENDERER [33 POINTS]					
4.1	Certificate of registration as Bank in terms of the Banks Act No. 94 of 1990 must be attached (if not attached, no point will be scored).				
4.2	Most recent published credit rating report by Moody's. Proof MUST be attached to the tender document in order to score. A = 1 point B to C = 0 points				
4.3	Branch network in Garden Route District region: Location 1 – George (1 point) Location 2 – Pletternberg Bay (Bitou) (1 points) Location 3 – Knysna (1 point) Location 4 – Oudtshoorn (1 point) Location 5 – Mosselbay (1 point) Location 6 – Ladysmith (1 point) Location 7 – Riversdale (1 point)				

PRE-QUALIFICATION EVALUATION RESPONSE SHEET					Indicate with an ✓ if PROOF OF REFERENCE attached and indicate page number
THE RESPONSES SHOULD BE IN ACCORDANCE WITH AND IN THE ORDER OF THE FOLLOWING CRITERIA (AND CLEARLY REFERENCED TO THE CATEGORIES AS INDICATED IN THE TABLE BELOW)					
CAT	TECHNICAL COMPATIBILITY	YES	NO	Date to be implemented	
4.4	A dedicated support team to maintain and service all banking queries.				
4.5	Social investment & employment equity programmes in the Western Cape.				
4.6	Exposure to National, Provincial & Local Government in years (add Existing List): <i>Local Government:</i> <ul style="list-style-type: none"> • Less than 5 = 2 points • Between 6 and 10 = 4 points • Between 11 & 15 = 6 points • Between 16 & 20 = 8 points <i>National and Provincial Government:</i> <ul style="list-style-type: none"> • Less than 5 = 2 points • Between 6 and 10 = 4 points • Between 11 & 15 = 6 points • Between 16 & 20 = 8 points 				
4.7	Details of the following in respect of the branch which will be designated as the home branch of Municipality's main bank account:				
	• Name and physical location				
	• Management structure, names and positions				
	• Staffing numbers and structures				
	• Facilities and services available				
	• Afterhours access to branch				
4.8	• IT (financial) systems, back-up facilities including disaster management				
TOTAL CATEGORY 4					
WEIGHTED CATEGORY 4					
5. CORPORATE AND SOCIAL PROGRAMMES AND SUPPORT [16 POINTS]					
5.1	Rand Value committed to the region: X > R 500k - 2.5 points 500k < X < R 5 million – 5 points 5 million < X < 20 million – 7.5 points 20 million < X (10 million) – 10 points				
5.2	Employee financial Wellness Programs – Yes / No – 2 points				
5.3	Existing Vendor Financing programme, separate programme to normal business loan programme - yes / no? – 2 points				

PRE-QUALIFICATION EVALUATION RESPONSE SHEET					Indicate with an ✓ if PROOF OF REFERENCE attached and indicate page number
THE RESPONSES SHOULD BE IN ACCORDANCE WITH AND IN THE ORDER OF THE FOLLOWING CRITERIA (AND CLEARLY REFERENCED TO THE CATEGORIES AS INDICATED IN THE TABLE BELOW)					
CAT	TECHNICAL COMPATIBILITY	YES	NO	Date to be implemented	
5.4	Any other programmes for Supplier Development programmes to the district or Willingness to partner with Garden Route Regional Economic Development Sections on Projects. Yes / No – 2 points				
	TOTAL CATEGORY 5				
	WEIGHTED CATEGORY 5				
	GRAND TOTAL FOR ALL THE CATEGORIES (120 POINTS)				
<ul style="list-style-type: none"> NOTE – ITEMS MARKED WITH * ARE CONSIDERED CRITICAL AND ANY TENDERER WHO ANSWERS NO TO ANY ONE OF THESE ITEMS WILL BE REGARDED AS NON-RESPONSIVE. 					
<p>POSSIBLE FUTURE INNOVATIONS:</p> <p>The Tenderers are requested to give their comments on possible future innovations available for implementation by the bank.</p>					

STAGE 3: Evaluation on Pricing & B-BBEE Points

➤ **Option 1 (Section A – D pricing to be quoted)**

Service provider to provide a list/schedule of all individual transaction fees and monthly standing charges.

Total monthly fees to be given based on the following assumptions:

i) Income received: 600 receipts per Month

ii) Expenditures: 1200 payments per Month

Section:	Transaction Description:	Quantity/Amount per month:	Unit Measure:	Year 1: Unit Cost (inclusive of VAT)	Year 2: Unit Cost (inclusive of VAT)	Year 3: Unit Cost (inclusive of VAT)	Year 4: Unit Cost (inclusive of VAT)	Year 5: Unit Cost (inclusive of VAT)
A. INCOME:								
A1	*Additional: Cash Deposit Fee	R 70 000.00	Cost per cash deposit					
A2	EFT Charges per transaction - Income	Number of transactions = 600 EFT's	Cost per EFT transaction					
A3	Deposit correction charges	1	Cost per deposit correction					
A4	Income transaction transfers between own accounts - income portion (inter-company transfers between Primary and Secondary bank account)	10	number of transfers allowed without cost					
A5	Deposit book 40 pages: 3 part	1 book of 40 pages	Cost per 1 book of 40 pages					
A6	Set-up of predefined setting for unique reference/account numbers to use as reference when clients upload payments	set-up cost on Bank Module	Once-off					
A7	Processing of transactions on the predefined settings when client makes the payment	per transaction processing	Cost per transaction processing					

A8	Card Machine Speedpoints - monthly fee	Per machine	Cost er machine					
A9	Card Machine Speedpoints: Desktop (minimum charge)	Per desktop speedpoint	Cost per Desktop speedpoint					
A10	Card Machine Speedpoints: Mobile	Per mobile speedpoint	Cost per Mobile speedpoint					
A11	Card Machine Speedpoints: Credit Cards - transaction processing cost	Transaction cost per Speedpoint Credit Card swipe to process	Cost per Speedpoint Credit Card					
A12	Card Machine Speedpoints: Debit Cards - transaction processing cost	Transaction cost per Speedpoint Debit Card swipe to process	Cost per Speedpoint Debit Card					
A13	Interest earned on Current Account	Interest rate on current account balance	Interest rate on Current Account balances					

Section:	Transaction Description:	Quantity/Amount per month:	Unit Measure:	Year 1: Unit Cost (inclusive of VAT)	Year 2: Unit Cost (inclusive of VAT)	Year 3: Unit Cost (inclusive of VAT)	Year 4: Unit Cost (inclusive of VAT)	Year 5: Unit Cost (inclusive of VAT)
B.	Expenditure:							
B1	EFT payment unpaid per unpaid (payment rejections)	1	Cost per unpaid EFT					
B2	EFT payment transactions - expenditure transactions processed per transaction	1 200	Cost per transaction					
B3	EFT payment transactions - expenditure transactions processed per batch	50 transactions per batch	Cost per batch					
B4	Creditor transactions above R5 million	Batch total above R5 million	Cost per batch					
B5	Salary Charges per account loaded for payment in batch	900 accounts	Cost of transaction fees per account: same day payment (must reflect in employees bank account on the 25th regardless of which bank they are at)					
B6	Salary charges per batch loaded for payment	12 batches	Cost per batch : same day payment					
B7	Internet Payment Notifications: Email per proof of payment per item	1	Cost per Internet Payment Notification per email					

Section:	Transaction Description:	Quantity/Amount per month:	Unit Measure:	Year 1: Unit Cost (inclusive of VAT)	Year 2: Unit Cost (inclusive of VAT)	Year 3: Unit Cost (inclusive of VAT)	Year 4: Unit Cost (inclusive of VAT)	Year 5: Unit Cost (inclusive of VAT)
C.	GENERAL:							
C1	*First price increase effective from	Only one escalation per year	Thereafter, price increase annually					
C2	Monthly Management Admin Fee per account	Per account	Cost per account per month					
C3	Bank Statements emailed - Text and PDF	30 days on average	Cost per statement					
C4	Online Bank Administration Fee - Monthly Modular Fee	1	monthly fee					
C5	Online Bank Users - Charge per number of users	10 users	Total for 10 users per month					
C6	Online Banking Module Training	Per request	Cost per request					
C7	Bank Online Module Set-up and Installation costs	Once off	Once off					

Section:	Transaction Description:	Quantity/Amount per month:	Unit Measure:	Year 1: Unit Cost (inclusive of VAT)	Year 2: Unit Cost (inclusive of VAT)	Year 3: Unit Cost (inclusive of VAT)	Year 4: Unit Cost (inclusive of VAT)	Year 5: Unit Cost (inclusive of VAT)
D. FLEET:								
D1	Administration Fee / Admin Fee per month	Per account	Cost per month					
D2	Processing fee per transaction	Per swipe	Cost per transaction					
D3	Card issuing fee per card	Per card	Cost per card					

PTO for option 2.

➤ **Option 2: (all-inclusive monthly fee without any additional bank charges and/or cost charged)**

Standard Monthly fee and no additional bank charges

YEAR	MONTHLY RATE (R) (INCLUSIVE OF VAT)	PERIOD	TOTAL ANNUAL CHARGES (R) (INCLUSIVE OF VAT)
Year 1		12 months	
Year 2		12 months	
Year 3		12 months	
Year 4		12 months	
Year 5		12 months	
Total		60 months	

CERTIFICATE OF MUNICIPAL SERVICES

Information required in terms of the Garden Route District Municipality's Supply Chain Management Policy, Clause 28 (i) (c) (ii).

Tender Number:	
Name of Bidder:	

DETAILS OF THE BIDDER/S: Proprietor /Director(s) / Partners, etc:	
Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all names, please attach the additional details to the tender document.

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)

I, _____, the undersigned, (full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

Signature

thus done and signed for and on behalf of the Bidder / Contractor

at _____ on the ____ day of _____ 2023

Please note:

MUNICIPAL ACCOUNTS FOR ALL PROPERTIES OWNED BY BIDDER /S MUST BE ATTACHED TO THE TENDER DOCUMENT!

Even if the requested information is not applicable to the Bidder, the table above should be endorsed, NOT APPLICABLE with a reason and this DECLARATION MUST STILL BE COMPLETED AND SIGNED. In the event of leasing, a lease agreement must be attached to the tender document.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

NAME OF BIDDER		TENDER NO	GRDM/06/23-24
CLOSING DATE	03 NOVEMBER 2023	CLOSING TIME	11:00

OFFER TO BE VALID FOR..... DAYS FROM THE CLOSING DATE OF BID.

Item No.	Quantity	Description	Bid Price in RSA Currency **(ALL APPLICABLE TAXES INCLUDED)	
			Unit tariff	Total Cost

- Required by: Elandie Terblanche
 - At: George
 - Brand and Model
 - Country of Origin
 - Does the offer comply with the specification(s)?*YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/Not firm
 - Delivery basis
- Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

COMPULSORY TO COMPLETE

GRDM/06/23-24: PROVISION OF BANKING SERVICES FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF 5 YEARS.

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

TENDER NO: PROVISION OF BANKING SERVICES FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF 5 YEARS.

The Tender Supplier, identified in the acceptance signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tender Supplier, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tender Supplier offers to perform all of the obligations and liabilities of the contractor under the contract, including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of tender identified in the tender data. **AS PER PRICING SCHEDULE** This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tender supplier before the end of the period of validity stated in the tender data, whereupon the tender supplier becomes the party named as the contractor in the contract identified in the tender data.

Signature(s)

Name(s)

Capacity

Company Name

Address

.....

.....

ACCEPTANCE

By signing this part of the form of offer and acceptance, the employer identified below accepts the Tender supplier's offer. In consideration thereof, the employer shall pay the tender supplier the amount due in accordance with the conditions of quote identified in the tender data. Acceptance of the tender supplier's offer shall form an agreement between the employer and the tender supplier upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tender supplier receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tender supplier within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s)

Name(s)

Capacity

For the
Employer

.....
(Name and address of organization)

Date:

.....

GRDM/06/23-24

DECLARATION OF INTEREST

1.	No bid will be accepted from persons in the service of the state.	
2.	Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.	
3	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.	
3.1	Full Name of bidder or his / her representative:	
3.2	Identity number:	
3.3	Position occupied in the Company (director, trustee, shareholder?):	
3.4	Company Registration Number:	
3.5	Tax Reference Number:	
3.6	VAT Registration Number:	
3.7	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.	
3.8	Are you presently in the service of the state?*	Yes / No
3.81	If yes, 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:	
3.9	Have you been in the service of the state for the past twelve months? If so, furnish particulars.	Yes / No
3.10	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, furnish the following particulars:	Yes / No
3.10.1	Name of person: 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:	

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3.11	Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, furnish the following particulars:	Yes / No
3.11.1	<p>If yes, furnish the following particulars: Name of person / director / trustee / shareholder / member:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p>	
3.12	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	Yes / No
3.12.1	<p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p>	
3.13	Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?	Yes / No
3.13.1	<p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p>	
3.14	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	Yes / No
3.14.1	If yes, furnish particulars:.....	

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

THE FOLLOWING INFORMATION IS COMPULSORY TO COMPLETE

Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number / Persal Number

The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.

.....
Signature

.....
Date

- ¹ MSCM Regulations: "in the service of the state" means to be -
- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the National Assembly or the National Council of Provinces;
 - (b) a member of the board of directors of any municipal entity;
 - (c) an official or any Municipality or municipal entity;
 - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
 - (e) a member of the accounting authority of any national or provincial entity; or
 - (f) an employee of Parliament or a provincial legislature.

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

PREFERENCE POINTS CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Preference Point allocation:

Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price;
- (b) Preference points for B-BBEE status level contribution
- (c) Preference points for Locality

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	80	90
Preference Points: B-BBEE Status level Contributor	10	5
Preference Points: Locality	10	5
Total points	100	

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for the tender, B-BBEE certificate or an Affidavit for an Exempt Micro Enterprise, will be interpreted to mean that preference points are not claimed.

1.6 Garden Route District Municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preference points, in any manner required by the Municipality.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession

- contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
 - (f) **“B-BBEE”** means broad -based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
 - (g) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad -Based Black Economic Empowerment Act;
 - (h) **“Broad-Based Black Economic Empowerment Act”** means the Broad -Based Black Economic Empowerment Act, 2003 (Act No.53 of 2003);
 - (i) **“Proof of B-BBEE status level of contributor” means:**
 - 1) B-BBEE Status level certificate issued by an authorised body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
 - (j) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practise on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
 - (k) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad -Based Black Economic Empowerment Act;
 - (l) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{in} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \mathbf{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. For the purposes of this tender the tenderer will be allocated preference points based on the B-BBEE status level contributor status and Locality, stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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

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

A maximum of 10 points B-BBEE Scorecard and a maximum of 10 for locality in a (80/20 preference points system), Maximum of 5 points B-BBEE Scorecard and a maximum of 5 for locality in a (90/10) preference points system), will be allocated as tabled below:

B-BBEE POINTS

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	9	4.5
3	7	3
4	6	2.5
5	4	2
6	3	1.5
7	2	1
8	1	0.5
Non-compliant contributor	0	0

PREFERENCE POINTS FOR LOCALITY

Locality	Number of points for Preference (80/20)	Number of Points for Preference (90/10)
Supplier / Service provider with location within Garden Route District	10	5
Supplier / Service Provider with location within Western Cape Province	5	2.5
Supplier / Service Provider with primary location within South Africa but outside the Western Cape Province	0	0

5. BID DECLARATION

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

4. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.2

4.1 B-BBEE Status Level of Contributor = (Maximum of 10 or 5 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.2 and must be substantiated by relevant proof of B-BBEE status level of contributor.

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 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 or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Any EME		
Any QSE		

7.1.2 Joint Venture and Consortiums - Preference points

B-BBEE Preference Points

- i. Joint Ventures and Consortiums must submit a consolidated B-BBEE level contribution certificate in the name of the joint venture or the consortium to be able to claim B-BBEE preference points
- ii. In the absence of a consolidated B-BBEE certificate, the Joint Venture and Consortium may not be awarded B-BBEE preference points

Locality Preference Points

Joint Ventures or Consortiums to claim preference points for locality within;

- i. Garden Route Region - All members of the Joint Venture or Consortium must reside in Garden Route to be able to claim preference points. If one or more members of the Joint venture or Consortium is not based in the Garden Route, the bidding entity cannot claim any preference points for locality in the Garden Route District
- ii. Western Cape Province: All members of the Joint Venture or Consortium must be based in the Western Cape Province to be eligible to claim preference for locality. If one or more members of the consortium is not based in the Western Cape Province, the bidding entity may not claim points for locality in the Western Cape.

8 DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm.....
- 8.2 VAT registration number.....
- 8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional
- Other service providers, e.g. transporter, etc

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

A Tenderer must submit a Municipal Account for their primary business location or valid lease agreement, as per address indicated in the bid document, to claim preference points for locality

Failure to submit a valid Municipal Account or Lease agreement will result in 0 preference point allocation for locality

Municipality where business is situated:.....

Registered Account Number:.....

Stand Number:.....

8.8 Total number of years the company/ firm has been in business:.....

8.9 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's

conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audio alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____% black owned:
 - The enterprise is _____% black woman owned:
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10, 000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE Level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the DTI** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & Stamp

CONTRACT FORM – PURCHASE OF GOODS / SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL SERVICE PROVIDER (PART 1) AND THE DISTRICT MUNICIPALITY (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL SERVICE PROVIDER AND THE DISTRICT MUNICIPALITY WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

I the undersigned (Full names) duly authorized thereto hereby undertake to supply all or any of the goods and/or services described in the attached bidding documents to **GARDEN ROUTE DISTRICT MUNICIPALITY** (the District Municipality) in accordance with the requirements and specifications stipulated in bid number

GRDM/06/23-24- PROVISION OF BANKING SERVICES FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF 5 YEARS.

at the price/s quoted. The offer/s remains binding upon me/ the Company/ Close Corporation and open for acceptance by the **District Municipality** during the validity period indicated and calculated from the closing time of bid.

1. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - SARS TCS Pin;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

I confirm hereby that I have examined and read the above documents and declare that I am/ the Company/ Close Corporation is bound by the conditions contained in it.

2. I confirm that I have satisfied myself as to the correctness and validity of the bid; that the price(s) and rate(s) quoted cover all the goods and/or services specified in the bidding documents; that the price(s) and rate(s) cover all my/the Company's/Close Corporation's obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own or the Company's/Close Corporation's risk.
3. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/the Company/Close Corporation under this agreement as the principal liable for the due fulfilment of this contract.
4. I declare that I/the Company/Close Corporation have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
5. I confirm that I am duly authorised to sign this contract.

NAME OF PERSON/ COMPANY/ CLOSE CORPORATION TO WHOM THE TENDER/BID WAS AWARDED (PRINT)

- (i) (Sole Supplier) (Full names..... (Identity Nr)
- (ii) (Registered name of Company/ Close Corporation).....
 (Registration Nr.).....) and herein represented by in
 his/ her capacity asduly authorised thereto **according to a Directors/**

Members resolution of which a copy is attached)

SIGNED AT ON THIS DAY OF 2023

SIGNATURE.....

CAPACITY.....

<p>WITNESSES</p> <p>1.....</p> <p>2.....</p> <p>DATE:</p>

CONTRACT FORM – PURCHASE OF GOODS / WORKS

PART 2 (TO BE FILLED IN BY THE DISTRICT MUNICIPALITY)

I MONDE GIVEN STRATU in my capacity as MUNICIPAL MANAGER accept your bid under reference number:

GRDM/06/23-24: PROVISION OF BANKING SERVICES FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF 5 YEARS.

Dated for the supply of goods/services indicated hereunder and/or further specified in the annexure(s).

1. An official order indicating delivery instructions is forthcoming.
2. I undertake to make payment for the goods/services delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

<u>ITEM NO.</u>	<u>PRICE (ALL APPLICABLE TAXES INCLUDED)</u>	<u>BRAND</u>	<u>DELIVERY PERIOD</u>	<u>B-BBEE STATUS LEVEL OF CONTRIBUTION</u>	<u>BUSINESS LOCATION</u>

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT..... ON THIS DAY OF2023

SIGNATURE
 NAME (PRINT) **MONDE GIVEN STRATU**
MUNICIPAL MANAGER

OFFICIAL STAMP

WITNESSES

1.....

2.....

DATE.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

GRDM/06/23-24: PROVISION OF BANKING SERVICES FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF 5 YEARS.

in response to the invitation for the bid made by:

GARDEN ROUTE DISTRICT MUNICIPALITY

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
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 the Bidder

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.**

AUTHORITY OF SIGNATORY

Details of person responsible for Tender process:

Name			
Contact number	()
Address of office submitting the Tender			
Telephone no	()
Fax no	()
E-mail address			

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy** of the relevant resolution of their members or their board of directors, as the case may be.

"By resolution of the board of directors passed on *(date)*....."

Mr./Ms.....has been duly authorized to sign all documents in connection with tender number:

GRDM/06/23-24: PROVISION OF BANKING SERVICES FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF 5 YEARS.

and any Contract which may arise there from on behalf of

(BLOCK CAPITALS)

SIGNED ON BEHALF OF THE COMPANY

IN HIS / HER CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

AS WITNESSES 1.

2.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the provider under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the provider and not involving the provider's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
 - 1.14 "GCC" means the General Conditions of Contract.
 - 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the provider is required to supply to the purchaser under the contract.
 - 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
 - 1.17 "Local content" means that portion of the bidding price which is not included in the

General Conditions of Contract

	<p>imported content provided that local manufacture does take place.</p> <p>1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.</p> <p>1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20 "Project site," where applicable, means the place indicated in bidding documents.</p> <p>1.21 "Purchaser" means the organization purchasing the goods.</p> <p>1.22 "Republic" means the Republic of South Africa.</p> <p>1.23 "SCC" means the Special Conditions of Contract.</p> <p>1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.</p> <p>1.25 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.</p>
<p>2. Application</p>	<p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
<p>3. General</p>	<p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2 Invitations to bid are usually published in locally distributed news media and in the institution's website.</p>
<p>4. Standards</p>	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
<p>5. Use of contract documents and information; inspection.</p>	<p>5.1 The provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.</p> <p>5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
<p>6. Patent rights</p>	<p>6.1 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p> <p>6.2 When a provider developed documentation / projects for the municipality or municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality or municipal entity.</p>
<p>7. Performance security</p>	<p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p>

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	<p>7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the provider's failure to complete his obligations under the contract.</p> <p>7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <ul style="list-style-type: none">(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or(b) a cashier's or certified cheque. <p>7.4 The performance security will be discharged by the purchaser and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.</p>
<p>8. Inspections, tests and analyses</p>	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.</p> <p>8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.</p> <p>8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.</p> <p>8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</p>
<p>9. Packing</p>	<p>9.1 The provider shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions</p>

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	ordered by the purchaser.
10. Delivery and documents	10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the provider in accordance with the terms specified in the contract.
11. Insurance	11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
12. Transportation	12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.
13. Incidental services	<p>13.1 The provider may be required to provide any or all of the following services, including additional services, if any:</p> <ul style="list-style-type: none"> (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods; (b) furnishing of tools required for assembly and/or maintenance of the supplied goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the provider of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. <p>13.2 Prices charged by the provider for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the provider for similar services.</p>
14. Spare parts	<p>14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:</p> <ul style="list-style-type: none"> (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15. Warranty	<p>15.1 The provider warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The provider further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.</p> <p>15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.</p> <p>15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.</p>

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<p>16. Payment</p>	<p>16.1 The method and conditions of payment to be made to the provider under this contract shall be specified.</p> <p>16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the provider.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated.</p>
<p>17. Prices</p>	<p>17.1 Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.</p>
<p>18. Increase / decrease of quantities</p>	<p>18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.</p>
<p>19. Contract amendments</p>	<p>19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p>
<p>20. Assignment</p>	<p>20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p>
<p>21. Subcontracts</p>	<p>21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.</p>
<p>22. Delays in the provider's performance</p>	<p>22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.</p>
	<p>22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p>
	<p>22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.</p>
	<p>22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.</p> <p>22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the provider.</p>
<p>23. Penalties</p>	<p>23.1 Subject to GCC Clause 25, if the provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.</p>
<p>24. Termination for default</p>	<p>24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:</p> <ul style="list-style-type: none"> (a) if the provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 22.2; (b) if the provider fails to perform any other obligation(s) under the contract; or (c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. <p>24.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the provider shall be liable to the</p>

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	<p>purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.</p> <p>24.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.</p> <p>24.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.</p> <p>24.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.</p> <p>24.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information: (i) the name and address of the supplier and / or person restricted by the purchaser; (ii) the date of commencement of the restriction; (iii) the period of restriction; and (iv) the reasons for the restriction. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>24.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.</p>
<p>25. Anti-dumping and countervailing duties and rights</p>	<p>25.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.</p>
<p>26. Force Majeure</p>	<p>26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.</p> <p>26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.</p>
<p>27. Termination for insolvency</p>	<p>27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.</p>

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<p>28. Settlement of Disputes</p>	<p>28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>28.4 Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the provider any monies due the provider for goods delivered and / or services rendered according to the prescripts of the contract.</p>
<p>29. Limitation of liability</p>	<p>29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; (a) the provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and/or damages to the purchaser; and (b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.</p>
<p>30. Governing language</p>	<p>30.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.</p>
<p>31. Applicable law</p>	<p>31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.</p>
<p>32. Notices</p>	<p>32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.</p> <p>32.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>
<p>33. Taxes and duties</p>	<p>33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.</p>
<p>34. Transfer of contracts</p>	<p>34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.</p>
<p>35. Amendment of contracts</p>	<p>35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.</p>

BID REQUIREMENTS OF GARDEN ROUTE DISTRICT MUNICIPALITY

THE FOLLOWING PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO MAY RESULT IN THE BID BEING DISQUALIFIED

CENTRAL SUPPLIER DATABASE (CSD) NO:

NAME OF BIDDER:

POSTAL ADDRESS:

STREET ADDRESS:

TELEPHONE: AREA CODE: NUMBER:

FACSIMILE: AREA CODE: NUMBER:

E-MAIL ADDRESS (IF AVAILABLE):

NAME OF CONTACT PERSON:

CELL PHONE NUMBER OF CONTACT PERSON:

Has a SARS TCS Pin been submitted Yes / No

Income Tax Number

Name of taxpayer

Identity number of taxpayer (if applicable)

Employer's PAYE registration number (if applicable)

Company or CC Registration No

Are you the accredited representative in South Africa for the goods / services offered by you? Yes / No / NOT APPLICABLE

AUTHORISED SIGNATURE:

NAME:

CAPACITY:

DATE:

REQUIRED DOCUMENTATION

A PUBLIC COMPANY or SECTION 21 COMPANY

A certified copy of the company's Certificate of Incorporation (CM3).

If any changes had occurred in the board of Shareholders or Directors of the company since registration, a certified copy of the amended Certificate of Incorporation regarding the changes that were registered in the office of the Registrar of Companies must be obtained.

In the case of a Company, a resolution from the directors that the person who is appointed to sign the tender and SLA document is authorized to act on behalf of the Company. The full names, identity number and his/ her capacity must be included in the resolution.

A CLOSE CORPORATION

A certified copy of the Close Corporation's registration document. (CK1 & CK2).

If any changes had occurred in the Membership of the Close Corporation since registration, a certified copy of the amended Registration Certificate regarding the changes in membership that were registered in the office of the Registrar of Companies must be obtained. In the case of a Close Corporation, a resolution from the members that the person who is appointed to sign the tender and SLA document is authorized to act on behalf of the Close Corporation. The full names, identity number and his/ her capacity must be included in the resolution.

A TRUST

A certified copy of the Trust deed (document) as well as a letter of authority in the case of business trust.

A PARTNERSHIP

A certified copy of the Partnership Agreement.

A SOLE PROPRIETOR

A certified copy of the Owner's ID document.

In all cases, a valid Tax Clearance certificate is required.

Where necessary certified copies of other relevant registration certificates pertaining to the business as required by legislation.

The above documentation did not include necessarily all the documentation that may be needed by the Supply Chain department which must also be requested.