



TENDER NO.: SC 1933/2018

PROVISION OF BANKING SERVICES FOR A CONTRACT PERIOD ENDING 30

JUNE 2024

PROCUREMENT DOCUMENT

NAME OF TENDERER:	
Total Bid Price (Inclusive of VAT)	<i>REFER TO PRICING SCHEDULE ON PAGES 63 TO 70</i>

NOVEMBER 2018

PREPARED AND ISSUED BY:

Directorate: Finance:
Supply Chain Management Unit
Overstrand Municipality
PO Box 20, Hermanus, 7200

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

B King
Senior Manager:
Financial Services

Tel. Number: **028 313 8154**

KLEINMOND Private Bag X3 Kleinmond; 7195 Tel: 028 271 8400 Fax: 028 271 4678	HERMANUS PO Box 20 Hermanus; 7200 Tel: 028 313 8000 Fax: 028 313 8048	STANFORD PO Box 84 Stanford; 7210 Tel: 028 341 0640 Fax: 028 341 0445	GANSBAAI PO Box 26 Gansbaai; 7220 Tel: 028 384 0111 Fax: 028 384 0241
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TENDER DETAILS						
TENDER NUMBER:	SC 1933/2018					
TENDER TITLE:	PROVISION OF BANKING SERVICES FOR A CONTRACT PERIOD ENDING 30 JUNE 2024					
CLOSING DATE:	2019/01/25		CLOSING TIME:	12H00		
SITE MEETING:	DATE:	N/A	TIME:	N/A	COMPULSORY:	N/A
SITE MEETING ADDRESS:	N/A					
CIDB GRADING REQUIRED:	N/A	LEVEL AND CATEGORY:		N/A		
BID BOX NO:	1	SITUATED AT: Overstrand Municipal Building, Magnolia Avenue, Hermanus. The bid box is generally open 24 hours a day, 7 days a week.				
OFFER TO BE VALID FOR:	120	DAYS FROM THE CLOSING DATE OF BID.				

TENDERER DETAILS (Please indicate postal address for all correspondence relevant to this specific tender)			
NAME OF TENDERER:			
NAME OF CONTACT PERSON:			
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
TELEPHONE NO:		FAX NO.	
E-MAIL ADDRESS:		CELL NO.	

DATE:	
SIGNATURE OF TENDERER:	
CAPACITY UNDER WHICH THIS BID IS SIGNED:	

PLEASE NOTE:	
1.	Tenders that are deposited in the incorrect box will not be considered.
2.	Tender box deposit slot is 28cm x 2.5cm.
3.	Mailed, telegraphic or faxed tenders will not be accepted.
4.	If the bid is late, it will not be accepted for consideration.
5.	Bids may only be submitted on the Bid Documentation provided by the Municipality.

ENQUIRIES MAY BE DIRECTED TO:	CONTACT PERSON	TEL. NUMBER
1. TECHNICAL ENQUIRIES	B King	028 313 8154
2. ENQUIRIES REGARDING BID PROCEDURES & COMPLETION OF BID DOCUMENTS	L du Preez	028 313 8147
	A Moore	028 313 8974

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PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY

1. CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

1.	Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes		No	
2.	Tax Clearance Certificate - Provide Tax clearance compliance status pin and Income Tax no.	Yes		No	
3.	MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes		No	
4.	MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a CERTIFIED copy of the B-BBEE Certificate or the original B-BBEE Certificate attached?	Yes		No	
5.	MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes		No	
6.	MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes		No	
7.	MBD 15 (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested?	Yes		No	
8.	MBD16 (Key Performance Indicators) - Is the form duly completed and signed?	Yes		No	
9.	OHASA (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid Letter of Good Standing from the Compensation Commissioner attached?	Yes		No	
10.	Indemnity - Is the form duly completed and signed?	Yes		No	
11.	Specifications - Is the form duly completed and signed?	Yes		No	
12.	Pricing Schedule - Is the form duly completed and signed?	Yes		No	
13.	MBD 7.2 (Contract form – Services) - Is the form duly completed and signed?	Yes		No	
14.	DATA BASE REGISTRATION - Is the form duly completed and signed? Are ALL the supporting documents attached?	Yes		No	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

2. TENDER NOTICE & INVITATION TO TENDER**TENDER NO. SC 1933/2018****PROVISION OF BANKING SERVICES FOR A CONTRACT PERIOD ENDING 30 JUNE 2024**

Tenders are hereby invited for the **Provision of Banking Services for a contract period ending 30 June 2024**.

Tender documents, in English, are obtainable from **Friday, 16 November 2018**, at the offices of the Supply Chain Management Unit, Overstrand Municipality, Magnolia Avenue, Hermanus from Ms Rita Neethling; Tel. 028 313 8064, between 08h30 and 15h30 upon payment of a **tender participation fee of R757-00 per set**. Alternatively the document may be downloaded free of charge from the website: www.overstrand.gov.za.

Sealed tenders, with “**Tender No. SC1933/2018: Provision of Banking Services for a contract period ending 30 June 2024**” clearly endorsed on the envelope, must be deposited in **Tender Box No. 1** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the bid documentation issued by Overstrand Municipality.

The closing date and time of the tender is on **25 January 2019 at 12h00** and tenders will be opened in public immediately thereafter in the Supply Chain Management Committee Room, Hermanus Administration.

Please refer enquiries to **Mr. B King** at telephone number: **028 313 8154**.

3. AUTHORITY TO SIGN A BID

TYPE OF ENTERPRISE (Please indicate with an "X" and complete the indicated section below)

1	Company (Pty) Ltd. & Ltd.		Please complete section 1 below
2	Close Corporation (CC)		Please complete section 2 below
3	Sole Proprietor		Please complete section 3 below
4	Partnership		Please complete section 4 below
5	Consortium, Club, Trust, etc.		Please complete section 5 below
6	Joint Venture		Please complete section 6 below

1. COMPANIES - (PTY) LTD. & LTD.

1.1. If a bidder is a **COMPANY ((Pty) Ltd. OR Ltd.)**, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.

1.2. A valid resolution must be signed by:

- 1.2.1. Majority directors; or
- 1.2.2. Chairman of the Board; or
- 1.2.3. Company Secretary

PARTICULARS OF RESOLUTION BY THE BOARD OF DIRECTORS OF THE COMPANY

Date resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated authorised signatory			
Capacity			
Specimen signature			
Full name and surname of ALL director(s)			
Is a copy of the resolution attached?	YES		NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. CLOSE CORPORATION (CC)

2.1. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

2.2. A valid resolution must be signed by:

2.2.1. Majority members; or

2.2.2. Member with majority shareholding but only if such shareholding is more than 50%; or

2.2.3. Company Secretary.

PARTICULARS OF RESOLUTION BY THE MEMBERS OF THE CLOSE CORPORATION

Date resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated authorised signatory			
Capacity			
Specimen signature			
Full name and surname of ALL director(s) / member (s)			
Is a copy of the resolution attached?	YES		NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

3. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) & NATURAL PERSON

I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

I, _____, the undersigned, hereby confirm that I am submitting this bid in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

4. PARTNERSHIP

We, the undersigned partners in the business trading as _____
hereby authorize Mr / Ms _____ to sign this bid as well as any
contract resulting from the bid and any other documents and correspondence in connection with this bid
and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner		Signature	

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

5. CONSORTIUM / CLUB / TRUST / ETC.

We, the undersigned consortium partners, hereby authorize _____
(Name of entity) to act as lead consortium partner and further authorize Mr / Ms _____
to sign this offer as well as any contract resulting from this bid and any other documents and
correspondence in connection with this bid and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and must be signed by each member:

Full Name of consortium member	Role of consortium member	% Participation	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

6. JOINT VENTURE

We, the undersigned, are submitting this bid offer in joint venture and hereby authorize Mr / Ms _____

authorized signatory of the Company / Close Corporation / Partnership (name) _____

acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

1. LEAD PARTNER (Whom the Municipality shall hold liable for the purpose of the tender)

Name of firm			
Address			
		Tel. No.	
Signature		Designation	

2. 2nd PARTNER

Name of firm			
Address			
		Tel. No.	
Signature		Designation	

3. 3rd PARTNER

Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

4. 4th PARTNER

Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid.

A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.

4. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT

1. DEFINITIONS

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 supplier, 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 supplier 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 supplier 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 supplier and not involving the supplier's fault or negligence and not foreseeable.
- 1.13. 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.
- 1.14. "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.
- 1.15. "GCC" means the General Conditions of Contract.
- 1.16. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.17. "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 supplier 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.

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- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site" where applicable, means the place indicated in bidding documents.
- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "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 supplier covered under the contract.
- 1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. "Tort" means in breach of contract.
- 1.28. "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.29. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. APPLICATION

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. GENERAL

- 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.
- 3.2. Invitations to bid are usually published in locally distributed news media and on the municipality / municipal entity website.

4. STANDARDS

The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION.

- 5.1. The supplier 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 supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2. The supplier 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.

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- 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 supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. PATENT RIGHTS

- 6.1. The supplier 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.
- 6.2. When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. PERFORMANCE SECURITY

- 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.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 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:
 - 7.3.1. 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
 - 7.3.2. a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. INSPECTIONS, TESTS AND ANALYSES

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 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 inspections tests and analysis, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 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.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 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.

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- 8.7. Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 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 22 of GCC.

9. PACKING

- 9.1. The supplier 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.
- 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, and in any subsequent instructions ordered by the purchaser.

10. DELIVERY

Delivery of the goods shall be made by the supplier in accordance with the documents and terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified.

11. INSURANCE

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

Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. INCIDENTAL

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:
- 13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - 13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - 13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - 13.1.4. 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 supplier of any warranty obligations under this contract; and
 - 13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the supplier 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 supplier for similar services.

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14. SPARE PARTS

- 14.1. As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- 14.1.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- 14.1.2. in the event of termination of production of the spare parts:
- 14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- 14.1.2.2. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. WARRANTY

- 15.1. The supplier 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 supplier 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 supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 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 in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, 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 supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. PAYMENT

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3. Payments shall be made by the purchaser no later than thirty (30) days after submission of an invoice, statement or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated.

17. PRICES

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier 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.

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18. VARIATION ORDERS

In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable 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.

19. ASSIGNMENT

The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. SUBCONTRACTS

The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract, if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. DELAYS IN THE SUPPLIER'S PERFORMANCE

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier 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 supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier'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.
- 21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.
- 21.5. 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 supplier'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 supplier.

22. PENALTIES

Subject to GCC Clause 25, if the supplier 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.

23. TERMINATION FOR DEFAULT

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - 23.1.1. if the supplier 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 21.2;

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- 23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or
- 23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. 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 supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. 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.
- 23.4. 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.
- 23.5. 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 purchase actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- 23.6.1. the name and address of the supplier and / or person restricted by the purchaser;
- 23.6.2. the date of commencement of the restriction
- 23.6.3. the period of restriction; and
- 23.6.4. 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.
- 23.7. 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.

24. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS

When, after the date of bid, provisional payments are required, or antidumping 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 contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor 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.

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25. FORCE MAJEURE

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier 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.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier 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.

26. TERMINATION FOR INSOLVENCY

The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, 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.

27. SETTLEMENT OF DISPUTES

- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier 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.
- 27.2. 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 supplier 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.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Notwithstanding any reference to mediation and/or court proceedings herein,
- 27.4.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- 27.4.2. the purchaser shall pay the supplier any monies due for goods delivered and / or services rendered according to the prescripts of the contract.

28. LIMITATION OF LIABILITY

- 28.1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- 28.1.1. the supplier 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 supplier to pay penalties and/or damages to the purchaser; and
- 28.1.2. the aggregate liability of the supplier 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

29. GOVERNING LANGUAGE

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.

30. APPLICABLE LAW

The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

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31. NOTICES

- 31.1. Every written acceptance of a bid shall be posted to the supplier 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
- 31.2. 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.

32. TAXES AND DUTIES

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. 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.
- 32.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. TRANSFER OF CONTRACTS

The contractor shall not abandon, transfer, cede, assign or sublet a contract or part thereof without the written permission of the purchaser.

34. AMENDMENT OF CONTRACTS

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.

35. PROHIBITION OF RESTRICTIVE PRACTICES.

- 35.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 35.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

General Conditions of Contract (revised July 2010)

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5. GENERAL CONDITIONS OF TENDER

1. GENERAL

- 1.1. All bids must be submitted in **handwriting and in non-erasable (black or blue) ink** on the official forms supplied by the municipality.
 - 1.1.1. Under no circumstances, whatsoever may the bid forms be retyped or redrafted.
- 1.2. Subject to the provisions of clause 1.3 of this document, no alterations / corrections to the information in the document (including pricing) may be performed by pasting another page over it with glue.
 - 1.2.1. **The use of correction fluid / tape is prohibited.**
- 1.3. Notwithstanding the provisions of clause 1.2 of this document, alterations and/or corrections may only be effected as follows:
 - 1.3.1. By striking a straight line in black ink through the incorrect information in such a manner that the information that has been struck through remains legible; writing, the altered or corrected information as appropriate (under, above or next to the information to be corrected), and initialling in the margin next to each and every alteration or correction.
 - 1.3.2. All corrections/alterations to the Pricing Schedule / Bill of Quantities (BoQ) and / or any pricing not effected in accordance with clause 1.3.1 above, will be rejected.
- 1.4. Bids submitted must be complete in all respects.
 - 1.4.1. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
 - 1.4.2. The bidder must ensure that his/her bid document is securely bound.
 - 1.4.2.1. All supporting documents must be submitted by either stapling it to the relevant form in the bid document, or by submitting a bound annexure containing all supporting documents.
 - 1.4.2.2. The Municipality will not take any responsibility for missing / lost pages, in cases where the bidder submit loose pages (not securely attached to the bid document or annexure with supporting documents).

2. PRICING

- 2.1. Rates and prices offered by the bidder must be written onto the pricing schedule or form of offer of this document by hand, completed in full and originally signed by the duly authorised signatory.
- 2.2. All prices shall be quoted in South African currency, and be **INCLUSIVE of Value Added Tax (VAT)**.
- 2.3. Bid prices must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) which may be required for the execution of the bidder's obligations in terms of the Contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.
- 2.4. All bid prices will be final and binding.
- 2.5. A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount; therefore, where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall apply.
- 2.6. Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000,00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. Please ensure that provision is made for VAT in these instances.

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- 2.6.1. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Overstrand Municipality is 4140106396.

3. FORWARD EXCHANGE RATE COVER

- 3.1. In the event of price(s) based on the exchange rate, the successful bidder(s) will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations.
- 3.2. The bidder must provide proof of forward exchange rate cover within 14 days after an order was placed.
- 3.3. If proof that forward exchange rate cover was taken out within 14 days after the order was placed but is not submitted to the Municipality along with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.

4. SUBMITTING A BID:

- 4.1. Sealed bids, with the **“Bid Number and Title”** clearly endorsed on the envelope, must be deposited in the relevant **bid box** as indicated in the notice of the bid, **on or before the closing date and time** of the bid.
 - 4.1.1. Any bid received without the **“Bid Number and / or Title”** clearly endorsed on the envelope will not be opened and read out during the bid opening session and will not be considered
- 4.2. The bid boxes are at the entrance of the Main Cash Hall, Hermanus Municipal Offices, 1 Magnolia Avenue, Hermanus.
- 4.3. A specific bid box is provided for each bid to be deposited into and no bid will be considered which, subsequent to the closing date and time for that specific bid, is found in another box.
- 4.4. The bid box deposit slot is 28cm x 2.5cm.
- 4.5. Mailed, telegraphic, e-mailed or faxed bids **will not be accepted**.

5. BID OPENING

- 5.1. Bids shall be opened in public at the Hermanus Municipal Offices as soon as possible subsequent to the closing time for the receipt of bids.
- 5.2. Where practical, prices will be read out at the time of opening bids.
- 5.3. The Municipality will record in a register (which is open to public inspection) and publish on its website, the details of bids received by the closing date and time.
- 5.4. Any bid received after the appointed time for the closing of bids **shall not be considered** but shall be filed unopened with the other bids received, which bid(s) can be returned to the bidder at his request and cost.

6. EVALUATION AND ADJUDICATION CRITERIA:

- 6.1. Relevant specifications;
- 6.2. Value for money;
- 6.3. Capacity and capability of bidders to execute the contract;
- 6.1. PPPFA & associated regulations; and
- 6.2. Any other objective criteria.

7. REQUIREMENTS OF A VALID BID:

- 7.1. The following duly completed documents and / or information must be submitted with the submission of the bid. Failure to comply with this requirement will invalidate the bid. The bid will not be considered and no further correspondence will be entered into with regard to the following matters:

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- 7.1.1. The tender has not been completed in non-erasable handwritten ink,
- 7.1.2. Non-submission of a valid Tax Clearance Certificate and / or PIN,
- 7.1.3. Non-completion of the MBD 6.2 and relevant Annexures (if applicable),
- 7.1.4. Incomplete Pricing Schedule or Bill of Quantities,
- 7.1.5. A Form of Offer not signed in non-erasable ink,
- 7.1.6. Bid submissions with material alterations / corrections not in compliance with Clause 1.2 and 1.3 above will be rejected.
- 7.2. The Municipality may, after the closing date, request additional information or clarification of tenders in writing, which will include the following;
 - 7.2.1. To obtain a copy of the most recent municipal account(s) from the recommended bidder;
 - 7.2.2. To obtain the personal income tax number(s) from the recommended bidder;
 - 7.2.3. To obtain a valid Tax Clearance Certificate and / or PIN if the certificate has expired or become inactive after the closing date of the tender;
 - 7.2.4. To clarify or obtain outstanding information on the MBD 6.2 form if incomplete or partially completed.
 - 7.2.5. To obtain a valid letter of good standing from the Workmen's Compensation Commissioner, the latest assessment and proof of payment thereof;
 - 7.2.6. To obtain a valid and original B-BBEE certificate or sworn affidavit to verify preference points claimed by a bidder where the bidder submitted only a copy of the B-BBEE certificate or sworn affidavit with the bid submission.
 - 7.2.6.1. If a bidder fails to submit a B-BBEE certificate or a sworn affidavit with the bid submission, the Municipality will not request or allow the bidder to submit it afterwards.

8. TEST FOR RESPONSIVENESS:

- 8.1. A Bid will be considered non-responsive if:
 - 8.1.1. the bid is not in compliance with the specifications;
 - 8.1.2. the bidder has not fully completed and signed where required, all the returnable documents as listed in the bid document; and/or
 - 8.1.3. the bidder has failed to clarify or submit any supporting documentation within 3 business days of being requested to do so in writing.
- 8.2. The Municipality reserves the right to accept or reject:
 - 8.2.1. any variation, deviation, bid offer, or alternative bid offer; may cancel the bidding process and reject all bid offers at any time before the formation of a contract. The MUNICIPALITY shall not accept or incur any liability to a bidder for such cancellation and/or rejection, and will only provide written reasons for such action upon receipt of a written request to do so;.
 - 8.2.2. a bid offer which does not, in the Municipality's opinion, materially and/or substantially deviate from the terms, conditions and specifications of the bid document.
 - 8.2.3. the whole bid or part of a bid or any item or part of any item, or to accept more than one bid (in the event of a number of items being offered), and the Municipality is not obliged to accept the lowest or any bid.
- 8.3. The Municipality has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to the Municipality in respect of any municipal rates and taxes or municipal service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amount at the discretion of the municipality, be deducted from payments due to him/her for this bid, until the debt is paid in full, will also be accepted by the Municipality.

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9. INCORRECT INFORMATION

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 proven to have been incorrect, the municipality may, in addition to any other legal remedy it has or 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.

10. WITHDRAWAL OF BID DURING AND AFTER THE SCM PROCESS:

- 10.1. When a bidder withdraws his/her bid during the SCM bidding process, it must be in writing, prior to the award of the bid, of which Overstrand holds the right to accept or reject with or without a claim for any damages.
- 10.2. When a bidder withdraws or cancels the contract after award of the bid to the particular winner of the bid, the awarded bidder will be held responsible for any damages or administrative expenses incurred prior to the award of the bid.

11. INVOICES

- 11.1. All invoices must be forwarded to the following address:

Overstrand Municipality
PO Box 20
Hermanus, 7200

11.2. Legal requirements for invoices

- 11.2.1. Please ensure that your tax invoices complies with the requirements as stipulated by SARS (VAT Act No 89 of 1991), i.e.:

11.2.1.1. Ordinary invoice (not VAT Registered)

- a) The word '**INVOICE**' to be displayed in a prominent place
- b) Official invoice number and date of transaction
- c) Trade name, legal name, registration number (if any) and address of supplier
- d) The Official order number of Overstrand Municipality is compulsory – non-compliance will result in non-payment
- e) The Municipality's name and postal address (PO Box 20, Hermanus, 7200)
- f) Accurate description of goods and / or services supplied / provided.
- g) Unit of measurement of goods or services supplied
- h) Price

11.2.1.2. VAT/Tax invoice (VAT registered) An example of a valid Tax Invoice is attached as **Annexure C**.

- a) Word '**TAX INVOICE**' to be displayed in a prominent place
- b) Trade, legal name and registration number(if any) of supplier
- c) Address and VAT number of supplier
- d) The official invoice number and date of invoice
- e) The Official order number of Overstrand Municipality is compulsory – non-compliance will result in non-payment
- f) The Municipality's name and postal address (PO Box 20, Hermanus, 7200) and VAT registration number (4140106396)
- g) Accurate description of goods and / or services supplied / provided.
- h) Unit of measurement of goods or services supplied
- i) Price and VAT amount

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12. PAYMENT TERMS

- 12.1. It is the policy of the Overstrand Municipality to pay all creditors by means of electronic bank transfers.
- 12.2. Creditors will be paid within 30 days after receipt of an invoice and statement for the month in question, detailing all invoices during that month and reflecting the total amount due by the Municipality. In exceptional circumstances, the Municipality may, at its discretion, deviate from the above.
- 12.3. In order to qualify for a weekly payment, a supplier must be registered as a **Survivalist Enterprise / Micro Enterprise**¹ on the Municipality's supplier database. It must however be noted, that a weekly payment is not a right in terms of this Policy. Survivalist and Micro enterprises may request such payments which may then be made at the discretion of the Municipality. These weekly payments will be reviewed after a period of 12 months of doing business with the Municipality, as it may be assumed that the enterprise will, by that stage be self-sustainable. It is the obligation of the supplier to arrange earlier payments with the creditors department.

13. PRECEDENCE OF TERMS AND CONDITIONS

- 13.1. Precedence of terms and conditions in documentation during the bidding process and after award, resulting in an formal agreement:
 - 13.1.1. The following legislative and legal precedence will apply to documentation during the bidding process subsequent to the award of a bid to a bidder:
 - 13.1.1.1. Municipal Financial Management Act 56 of 2003
 - 13.1.1.2. Municipal Supply Chain Management Regulations
 - 13.1.1.3. Supply Chain Management policy
 - 13.1.1.4. Specifications of the bid document
 - 13.1.1.5. Special Conditions of Contract
 - 13.1.1.6. General Conditions of Contract
 - 13.1.1.7. Service Level Agreements/ Service Delivery Agreements
 - 13.1.1.8. Memorandum of Understanding/ Memorandum of Agreements

¹ SURVIVALIST ENTERPRISES / MICRO ENTERPRISES ARE DEFINED AS FOLLOWS:

Survivalist enterprises are generally defined as businesses set up by people unable to find a paid job or get into an economic sector of their choice. Income generated from these activities usually falls far short of even a minimum income standard, with very little capital invested, virtually no skills training in the particular field and only limited opportunities for growth into a viable business. This category is characterised by poverty and the attempt to survive.

Micro enterprises are very small businesses, often involving only the owner, some family members and at the most one or two paid employees. They usually lack 'formality' in terms of business licenses, value-added tax (VAT) registration, formal business premises, operating permits and accounting procedures. Most of them have a limited capital base and only rudimentary technical or business skills among their operators. However, many micro enterprises advance into viable small businesses. Earning levels of micro enterprises differ widely, depending on the particular sector, the growth phase of the business and access to relevant support.

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6. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally or on the website www.sars.gov.za. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. Applications for the Tax Clearance Certificates 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
3. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Tax Compliance Status (TCS) Pin as of 18 April 2016
 - a. In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the municipality with a TCS Pin which can be used to verify a bidder's tax status online via SARS E-filing.
 - b. The taxpayer must issue the municipality with the following:

Bidders who are not in possession of an original Tax Clearance Certificate must provide at least 2 of the 3 numbers listed below in order to verify the Tax Clearance Certificate via SARS e-filing		
1	Tax Reference Number:	
2	Tax Compliance Status Pin:	
3	Tax Clearance Certificate Number:	

- c. If a bidder is registered on the Overstrand Municipality Supplier's Database and the Municipality is already in possession of an original tax clearance certificate which is valid on closing date of bid, it **MUST** be indicated as such on this page, whereby the attaching of a new tax clearance certificate to this page will not be needed.
6. Should a Tax Clearance Certificate not be verifiable on the SARS e-filing system, the bidder will be afforded an opportunity to submit a valid, verifiable Tax Clearance Certificate. It will result in the invalidation of the bid, should the bidder fail to provide a valid, verifiable Tax Clearance Certificate.

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7. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state².
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
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 or her representative				
3.2.	Identity number				
3.3.	Position occupied in the company (director, shareholder ³ etc.)				
3.4.	Company registration number				
3.5.	Tax reference number				
3.6.	VAT registration number				
3.7.	Are you presently in the service of the state?	YES		NO	
3.7.1.	If so, furnish particulars:				
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO	
3.8.1.	If so, furnish particulars:				
3.9.	Do you have any relationship (family, friend, other) with persons in the service of the	YES		NO	

² 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 of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

³ "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

	state and who may be involved with the evaluation and or adjudication of this bid?				
3.9.1.	If so, furnish particulars:				
3.10.	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES		NO	
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.11.1.	If so, furnish particulars:				
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1.	If so, furnish particulars:				
3.13.	Do you or any of the directors, trustees, managers, principal 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	
3.13.1.	If so, furnish particulars:				
3.14.	Please provide the following information on ALL directors / shareholders / trustees /members below:				

full name and surname	identity number	personal income tax number	Provide State ⁴ employee number (Only to be completed if in the service of the State)

NB:

- PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)
- PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

4. DECLARATION

I, the undersigned (name) _____,
 certify that the information furnished in paragraph 3 above is correct.

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

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

⁴ MSCM Regulations: "in the service of the state" means to be –

- a member of –
 - any municipal council;
 - any provincial legislature; or
 - the National Assembly or the National Council of Provinces;
- a member of the board of directors of any municipal entity;
- an official of any municipality or municipal entity;
- 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);
- a member of the accounting authority of any national or provincial public entity; or
- an employee of Parliament or a provincial legislature.



8. MBD5 – DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)

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

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

CERTIFICATION

I, the undersigned (name) _____, certify that the information furnished on this declaration form is correct.

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

SIGNATURE		DATE	
NAME (PRINT)			
CAPACITY			
NAME OF FIRM			

9. MBD 6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS

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

NB:

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
 - 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3. Preference points for this bid shall be awarded for:
 - 1.3.1. Price; and
 - 1.3.2. B-BBEE Status Level of Contribution.
- 1.4. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

- 1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1. “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3. “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.4. “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- 2.5. “**EME**” means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- 2.6. **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor ”** means:
- 2.8.1. Original B-BBEE Status level certificate issued by an authorized body or person or a certified copy thereof;
 - 2.8.2. An original sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. **“QSE”** means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act,
- 2.10. **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.11. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing.

3. POINTS AWARDED FOR PRICE

3.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

80/20 or 90/10

Where:-

P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 P_{\min} = Comparative price of lowest acceptable bid.

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 4.1. In terms of Regulation 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

5.1.1.	B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1	
5.1.2.	B-BBEE Status Level of Contributor	
5.1.3.	Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)	

5.2. (Points claimed in respect of paragraphs 5.1 and 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS, or an original sworn affidavit where applicable.)

6. SUB-CONTRACTING

6.1.	Will any portion of the contract be sub-contracted? (Tick applicable box)	Yes		No	
	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		No	
v.	Specify, by ticking the appropriate box, if sub-contracting with an enterprise in terms of Preferential Procurement Regulations, 2017:				
	Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √		
a.	Black people				
b.	Black people who are youth				
c.	Black people who are women				
d.	Black people with disabilities				
e.	Black people living in rural or underdeveloped areas or townships				
f.	Cooperative owned by black people				
g.	Black people who are military veterans				
	OR				
h.	Any EME				
i.	Any QSE				

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1.	Name of company/firm		
7.2.	VAT registration number		
7.3.	Company registration number		
7.4.	TYPE OF COMPANY/FIRM (Tick applicable box)	Partnership / Joint Venture / Consortium	
		One person business / sole proprietor	
		Close Corporation (CC)	
		Company ((Pty) Ltd. / Ltd.)	
		Company (Ltd.)	
7.5.	Describe principal business activities		
7.6.	Company Classification (Tick applicable box)	Manufacturer	
		Supplier	
		Professional service provider	
		Other service providers, e.g. transporter, etc.	
7.7.	Municipal information		
i.	Municipality where business is situated		
ii.	Registered municipal account number		
iii.	Stand number		
7.8.	Total number of years the company/firm has been in business		

7.9. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 5.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

7.9.1. The information furnished is true and correct;

7.9.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

7.9.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

7.9.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

-
- a) disqualify the person from the bidding process;
 - b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - e) forward the matter for criminal prosecution.

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			

REQUIREMENTS REGARDING VALIDATION OF B-BBEE POINTS

VERY IMPORTANT:

1. **ONLY THE DOCUMENTS LISTED BELOW WILL BE ACCEPTED**
2. **Failure to submit the said documents will result in the bidder forfeiting the B-BBEE points claimed.**

1. EMEs:

- 1.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership (form available in the tender document);

or

- 1.2. **A VALID** affidavit / certificate issued by Companies Intellectual Property Commission (CIPC);

or

- 1.3. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by a verification agency accredited by the South African National Accreditation System (**SANAS**).

2. QSEs:

- 2.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership (form available on request); **Only applicable to QSEs with 51% or more Black ownership**

or

- 2.2. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by a verification agency accredited by **SANAS**.

3. BIDDERS OTHER THAN EMEs AND QSEs

- 3.1. The bidder **MUST** submit either a **VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by a verification agency accredited by **SANAS**.

4. SUB-CONTRACTING

- 4.1. Proof of the bidder's sub-contractor's B-BBEE status level verification certificate must be submitted with the bid
- 4.2. Please refer to the requirements in paragraphs 1 and 2 above for a valid EME and / or QSE B-BBEE status level verification certificate / affidavit.



11. SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

INCOME NOT EXCEEDING R10,000,000 (TEN MILLION RAND)

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 (please indicate with an "X")								
	Member		Director		Owner		of the following enterprise and am duly authorised to act on its behalf:		
	Enterprise Legal Name								
	Trading Name								
	Registration Number								
	Enterprise Address								
	Definition of "Black People"		<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <p>i. Before 27 April 1994; or</p> <p>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p>						
3.	I hereby declare under oath that:								
	The enterprise is				% black owned			% black woman owned	
4.	Based on the (please indicate with an "X")			financial statements			management accounts		
	and other information available on the					financial year ,			
	the income did not exceed R10,000,000.00 (ten million Rand);								
5.	Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.								
	Level One	100% black owned (135% B-BBEE procurement recognition)							
	Level Two	More than 51% black owned (125% B-BBEE procurement recognition)							
	Level Four	Less than 51% black owned (100% B-BBEE procurement recognition)							
6.	The entity is an empowering supplier in terms of the dti Codes of Good Practice.								
7.	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.								
8.	The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.								
Deponent signature:					Commissioner of Oaths stamp				
Date:									
Commissioner of Oaths signature									
Date									

MUNISIPALITEIT



MUNICIPALITY

12. SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

INCOME BETWEEN R10, 000,000 (TEN MILLION RAND) & R50, 000,000 (FIFTY MILLION RAND)

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 (please indicate with an "X")										
3.	Member		Director		Owner		the following enterprise and am duly authorised to act on its behalf.				
	Enterprise legal name										
	Trading name										
	Registration number										
	Enterprise physical address										
	Type of entity (CC, (Pty) Ltd., Sole Proprietor, etc.)										
	Nature of business										
	Definition of "Black People"		<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <p>i. Before 27 April 1994; or</p> <p>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p>								
4.	I hereby declare under oath that:										
	The enterprise is		% black owned				As per amended code series 100 of the amended Codes of Good Practice issued under section 9(1) of B-BBEE Act no. 53 of 2003 as amended by Act n. 46 of 2013				
	The enterprise is		% black woman owned								
	The enterprise is		% Black designated group owned								
5.	Based on the	financial statements		management accounts							
	and other information available on the latest financial year-end of										
	the annual Total Revenue was between R10,000,000.00 (ten million rands) and R50,000,000 (fifty million rands),										
6.	Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.										
	Level One	100% black owned (135% B-BBEE procurement recognition)									
	Level Two	At least 51% black owned (125% B-BBEE procurement recognition)									
7.	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.										
8.	The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.										
Deponent signature:						Commissioner of Oaths stamp					
Date:											
Commissioner of Oaths signature											
Date											

13. MBD 8 – 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:
 - 3.1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <i>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i>	Yes	No
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 of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

5. CERTIFICATION

I, the undersigned (full name), _____, certify that the information furnished on this declaration form true and correct.

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

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

14. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids 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).⁵ Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

OVERSTRAND MUNICIPALITY

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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:

⁵ 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.

- 5.1. has been requested to submit a bid in response to this bid invitation;
- 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- 5.3. 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 consortium⁶ 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:
 - 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)
 - 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6. 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		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

⁶ 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.

15. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES
DECLARATION IN TERMS OF PARAGRAPH 38(1)(d)(i) OF THE SUPPLY CHAIN MANAGEMENT POLICY OF THE OVERSTRAND MUNICIPALITY (To be signed in the presence of a Commissioner of Oaths)

I, _____, _____ (full name and ID no.), hereby acknowledge that the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members/partners to the Overstrand Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The bidder acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

Further details of the bidder's director(s) / shareholder(s) / partner(s) / member(s), etc.:

Director / partner / member	Physical residential address of the director / partner / member	Municipal account number(s)

PLEASE NOTE:

1. Copies of all municipal accounts, not older than 3 months, to be submitted with the bid.
2. If the entity or any of its directors/shareholders/partners/members, etc. rents/leases premises a copy of the rental/lease agreement is to be submitted with this bid.

Signature	Position	Date

<p align="center">COMMISSIONER OF OATHS</p> <p>Signed and sworn to before me at _____, on this _____ day of ____ 20_____</p> <p>by the deponent, who has acknowledged that he/she knows and understands the contents of this affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p>COMMISSIONER OF OATHS:-</p> <p>Signature: _____</p> <p>Print name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p align="center">Apply official stamp of authority on this page:</p>
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16. MBD 16 – KEY PERFORMANCE INDICATORS
1. KEY PERFORMANCE INDICATORS (KPIs)

1.1.	Work(s) performed / goods delivered within timeframes specified		
1.2.	Work(s) performed / goods delivered within financial framework specified		
1.3.	Acceptable quality of work(s) performed / goods delivered		
<p>I / We acknowledge that I / we am / are fully acquainted with the abovementioned Key Performance Indicators (KPIs) applicable to this tender / contract as stipulated by the Municipality and that I / we accept these Key Performance Indicators (KPIs) in all respects.</p> <p>I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender: that the price quoted cover all the work / item(s) specified in the tender document and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.</p>			
SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	

17. SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, NO 85 OF 1993

INTRODUCTION

In terms of section 16(1) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) the Chief Executive Officer is responsible as far as is reasonably practicable to ensure that the duties of his employer as contemplated in the Act are properly discharged. This responsibility is also, in terms of section 37(2) of the Act, extended to include a mandatary that performs work on behalf of the employer on his/her premises.

A “mandatary” is defined in the said Act as: - *“Including an agent, contractor or subcontractor for work, but without derogating from his status in his own right as an employer or user”*

In terms of Section 37(2), read with section 41, of the said Act, it is legally possible for an employer to indemnify himself from this responsibility or liability regarding the actions of the mandatary. Section 37(2) stipulates that there should be a written agreement in place between the employer and the mandatary regarding the arrangements and procedures between them to ensure compliance by the mandatary with the provisions of the Occupational Health and Safety Act, 1993.

By ensuring that there is a written agreement in place, the management of Overstrand Municipality is acting in a responsible manner, so as to ensure that this requirement is indeed being met.

In order to ensure that this written agreement is honoured at all times, regular inspections of work that is in the process of being executed will be conducted and if found not to be in compliance with the said agreement, a notice of non-compliance will be issued. All work will be stopped, reasons for non-compliance must be given including the corrective action that will be taken to rectify the situation must be stipulated.

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)

Overstrand Municipality has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor.

In order to enter into this agreement, the following information is needed regarding the above-mentioned:

Contractor's registration number with the office of the Compensation Commissioner:	
--	--

NOTE:

A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing to be handed in, in this regard.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	

WRITTEN AGREEMENT

This is a written agreement between

OVERSTRAND MUNICIPALITY

And

(Name of the MANDATARY)

in terms Section 37(2) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended.

I, _____,
 representing the MANDATARY do hereby acknowledge that _____
(mandatory) is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended and agree to ensure that all work that will be performed, any article or substance that will be produced, processed, used, handled, stored or transported and plant and machinery that will be used, will be done in accordance with the provisions of the said Act.

I furthermore agree to comply with the Health and Safety requirements and to liaise with the Municipality should I, for whatever reason, be unable to perform in terms of this Agreement.

SIGNED ON BEHALF OF MANDATORY			
DATE:		PLACE:	
PRINT NAME:			
CAPACITY:			
SIGNATURE:			

SIGNED ON BEHALF OF THE MUNICIPALITY			
DATE:		PLACE:	
PRINT NAME:			
CAPACITY:			
SIGNATURE:			

18. INDEMNITY

Given by (name of company) _____
 of (registered address of company) _____
 a company with limited liability registration number _____
 registered in terms of Laws of the Republic of South Africa (hereinafter the contractor), represented by
 (name of representative) _____
 in his capacity as (designation) _____
 of the contractor, and duly authorised by a resolution dated _____/20_____.
WHEREAS the contractor entered into a contract with the municipality dated _____/20_____.

AND WHEREAS the Municipality requires an indemnity from the contractor.

NOW THEREFORE the contractor hereby indemnifies and holds harmless the Municipality in respect of all loss and/or damage that may be incurred or sustained by the contractor by reason of or in any way arising out of or caused by operations that may be carried out by the contractor in connection with the aforementioned contract; and also in respect of all claims that may be instituted against the Municipality in consequence of such operations, by reason of or in any way arising out of any accidents or damage to life or property or any other cause whatsoever including all legal fees and costs that may be incurred by the Municipality in examining, resisting or settling any such claims.

SIGNATURE OF CONTRACTOR:	
DATE:	
SIGNATURE OF WITNESS 1:	
DATE:	
SIGNATURE OF WITNESS 2:	
DATE:	



PART B – SPECIFICATIONS AND PRICING SCHEDULE

19. SPECIFICATIONS

1. INTRODUCTION / BACKGROUND

1.1. Description of Municipality

The Overstrand Municipality was established in December 2000, following the amalgamation of the former municipal structures of Greater Hermanus, Hangkip/Kleinmond, Stanford and Gansbaai. It covers an area of 1 675 sq. km along the coast from Rooi Els in the west to 'Die Damme' in the east and currently has a permanent population of approx. 96 000.

1.2. Tender requirement

- 1.2.1. In terms of the Municipal Financial Management Act (MFMA) and the Supply Chain Management Regulations, Regulation 30, the Municipality must procure banking services through a competitive bidding process. Therefore, commercial banks registered in terms of the Banks Act, No 94 of 1990, are invited to tender for the provision of banking services to the Overstrand Municipality for a period of 5 years. The existing bank contract will expire on 30 June 2019.
- 1.2.2. Bids will only be accepted from banks with a branch in Hermanus or a bank which can provide an acceptable timeframe for establishing such a facility in the town.
- 1.2.3. The Overstrand Municipality, intends to appoint a main banker, but reserves the right to award the various services to different financial institutions which can result in financial institutions receiving a proportionate share of the awards in terms of this tender. The successful tenderers must also be prepared to negotiate any new developments / services which may become available during the tenure of the contract.
- 1.2.4. The banking services that the Municipality presently requires are set out in the Technical Requirements below.
- 1.2.5. 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.

2. SCOPE SUMMARY

2.1. Bank accounts

In terms of the Municipal Finance Management Act, No 53 of 2006, a municipality must operate a Primary Bank Account. The following monies are paid into the Primary Bank Account and other accounts that the Municipality may operate:

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

2.2. Financial activities and information

2.2.1. Payments

- 2.2.1.1. Payments to creditors are effected by electronic transfers and issuing of cheques. The Municipality is striving to move away from the issuing of cheques.
- 2.2.1.2. The volumes are listed in the pricing schedule below.

2.2.2. Revenue

- 2.2.2.1. Cash is collected at Hermanus, Kleinmond, Gansbaai, Stanford, Betty's Bay, the

PRINT NAME:			
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SIGNATURE:		DATE:	

Traffic department in Hermanus and the Onrus and Palmiet Caravan Parks by a security company and transported to the relevant bank.

- 2.2.2.2. All of the above mentioned sites have card payment facilities.
- 2.2.2.3. Revenue may be received by the cashiers, direct deposits and facilities for speed points/card merchant services.
- 2.2.2.4. Payments to the Municipality are also currently made via EASYPAY, SAPO, PAY@ and EFT.
- 2.2.2.5. The Municipality also has a facility whereby consumers can pay their accounts via debit order.
- 2.2.2.6. Prepaid electricity sales facilities are available at various vendors all over the municipal area.
- 2.2.2.7. The volumes are listed in the pricing schedule below.

2.2.3. Consumers

- 2.2.3.1. Approximately 42 000 consumer accounts are sent out per month.
- 2.2.3.2. Within the geographical area of the Overstrand Municipality there are a growing number of indigent households of which approx. 7500 are at present registered for social rebates.
- 2.2.3.3. Consumer payment preferences are of such a nature that less than 10 % of annual receipts are received in a form of cash.

2.2.4. General

- 2.2.4.1. The Municipality at present employs approx. 1100 permanent and up to 300 temporary officials. Salaries and wages are paid through a 24-hour electronic transfer service.
- 2.2.4.2. Credit balances on the primary bank account and linked money market account/s are maintained on average at an aggregate of R50 000 000 daily.
- 2.2.4.3. A separate account will be maintained for guarantees issued by the municipality.
- 2.2.4.4. The Municipality will at the onset of the contract period operate 4 bank accounts:
 - (a) Overstrand Municipality Primary bank account
 - (b) Overstrand Municipality Account Payments
 - (c) Onrus Caravan Park
 - (d) Overstrand Traffic Department Fines
- 2.2.4.5. Bids must include provision for the training of staff of the Municipality relating to the implementation and management of the bank's services and must take place on site at the municipality during the implementation phase. Regular meetings with the CFO/Core Financial Team must be held during the implementation phase.
- 2.2.4.6. Identifiers for all electronic services e.g. electronic transfers/deposits to/from the accounts of the Municipality are of the utmost importance.

2.2.5. Budget

- 2.2.5.1. Operating Expenditure - 2018/2019 R1,052bn
- 2.2.5.2. Capital Budget - 2018/2019 R200m

3. GENERAL

3.1. Delivery addresses

- 3.1.1. Overstrand Municipality, Magnolia Street, Hermanus and satellite offices at
- 3.1.2. HermanusTraffic Department, corner of Short and Mussel Street, Hermanus

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- 3.1.3. Onrus Resort – De Villiers Street, Onrus River
- 3.1.4. Kleinmond Office – 5th Avenue 36, Kleinmond, 7195
- 3.1.5. Palmiet Camping Site – Palmiet Way, Kleinmond, 7195
- 3.1.6. Gansbaai Office – Main Road, Gansbaai, 7220
- 3.1.7. Stanford Office – Queen Victoria Street 15, Stanford, 7210

3.2. Contract period

- 3.2.1. 5 Years
- 3.2.2. The contract for the provision of banking services is set to commence on 1 July 2019 or the date of signing of the contract, whichever is the later date.

3.3. Validity period of tender

The tender offer must be valid for a period of 120 days after closing date.

4. PRICE ESCALATIONS

- 4.1. Escalation will only be allowed once per annum for the last four years of the contract. Escalation is however not compulsory and if no escalation will take place it must be stated as such in the space provided below. For bid evaluation purposes the stated quantities as per the pricing schedule will remain unchanged, thus the total cost for year 1 will be used to apply the escalation percentage for the outer 4 years, or part thereof.

4.1.1. Fixed annual escalation percentage, if any:

_____.

4.1.2. If the date of the annual escalation is different from the 1st of July of each year, state the date of annual escalation:

_____.

NO ESCALATION WILL BE ALLOWED WITHIN THE FIRST 12 MONTHS FROM INCEPTION OF THE CONTRACT DATE.

- 4.2. The bid will be evaluated for pricing purposes over the full term of the contract term, in other words for the full term of 5 years.
- 4.3. All tariffs quoted as per the pricing schedule will be adjusted with the escalation percentage as quoted in paragraph 4.1 above, for the 4 outer years, or par thereof, from the date as indicated. The tariffs will be rounded to the same decimal digits as included in the pricing schedule.

5. SPECIFICATIONS

5.1. Detailed scope of work

Banking products and services

5.1.1. Accounts

- 5.1.1.1. Four current accounts will be opened at the onset. The primary bank account (main account) will receive all statutory revenue due to the Municipality, all income received on its investments and interest and any other money collected by the Municipality, entity or other external mechanism on behalf of the Municipality and any other monies as may be prescribed. The three secondary accounts will be for specific purposes relating to Debtors Account payments (with identifier), Traffic fine payments (with identifier) and Onrus Caravan Park (with identifier). All payments will only be effected from the primary account.
- 5.1.1.2. Overdraft facility of R10 million on the main account, without pre-qualifying conditions set for the facility.
- 5.1.1.3. Access to the account balances and availability to transact during business hours.
- 5.1.1.4. The interest rate for interest earned on credit balances should be the same for all four

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accounts. All interest to be credited to the main account.

- 5.1.1.5. All transactions debited or credited to any of the bank accounts must contain effective referencing for clear identification.
- 5.1.1.6. Identifiers for all electronic services e.g. electronic transfers / deposits to the accounts of the municipality are of utmost importance.

5.1.2. Bank Charges

- 5.1.2.1. Bank charges for all bank accounts must be directed to the main bank account.
- 5.1.2.2. Invoices supported by detailed workings of the calculation of the bank charges must be supplied monthly.
- 5.1.2.3. Service fees and escalations. All service fees on bank statements must be identified so that the municipality can verify the charges for the different services. The bank must be committed to a quantifiable escalation.
- 5.1.2.4. Cash and foreign deposit fees that will be charged for any deposits must be stated.
- 5.1.2.5. Fees charged for R/D (refer to drawer) cheques. The Bank must supply the municipality with information on R/D cheques to enable the Municipality to claim the money from the debtor. The response time for this information should be stated.
- 5.1.2.6. Fees charged for post-dated cheques.
- 5.1.2.7. Cash shortages / surpluses at the Cash Centre to be communicated immediately to the relevant councils officials.
- 5.1.2.8. An ACB debit order facility must be available. Please indicate fees per transaction and minimum monthly charges.
- 5.1.2.9. Charge per transaction for recalls.
- 5.1.2.10. Cost to supply information to the municipality regarding unpaid ACB transactions.
- 5.1.2.11. Bank charges should preferably be debited against the bank account on the last day of each month.

5.1.3. Cash/Cheque Deposits (Bulk Deposits)

- 5.1.3.1. Pre-printed carbonised deposit books are required to record individual cashier's deposits.
- 5.1.3.2. The tenderer's teller must capture the reference from the pre-printed deposit slip, for all deposit's taken in over the counter at any of the tenderer's branches.
- 5.1.3.3. Controls to ensure that the physical cash deposited is reconciled to the amount recorded on the deposit slip.
- 5.1.3.4. Providing copies of deposit slips / depositor details / statements.
- 5.1.3.5. Deposit identifiers must be installed on secondary accounts to prevent payments with incorrect references. Available controls to limit unallocated deposits must be explained. Deposit identifiers must be able to read up to 16 digits.
- 5.1.3.6. Unpaid items must be debited individually on the bank statement and bear the same unique identifier reference as the original deposit.
- 5.1.3.7. Physical unpaid cheques to be returned to the municipality daily.
- 5.1.3.8. Tracing of cheques lost in transit.

5.1.4. Cash Centres

- 5.1.4.1. The bank shall provide a facility where it can receive the municipal deposits from the cash in transit company (CIT) who will be dropping off bulk deposits. In addition this system must be able to track the receiving, processing and finalisation of a deposit.
- 5.1.4.2. The facility must have video footage of all municipal deposits being counted by the

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bank tellers. Such video footage must clearly show the CIT deposit bag number. Recording of the video footage must be made available to the municipality on request and the municipality must have the right to take a copy of such recordings away from the cash center.

- 5.1.4.3. Cash shortages and or surpluses at the Cash Centre must be communicated immediately to the relevant municipal officials. Deposit slips to be returned daily via the CIT service provider.

5.1.5. Interest Received

5.1.5.1. Rate of interest payable on credit balances to be indicated.

5.1.5.2. Interest to be credited to the main bank account on the first of each month.

5.1.6. Payments (Cheques)

5.1.6.1. Cheque payment services, including cashing of petty cash cheques.

5.1.6.2. Verification of the authenticity of all cheques issued by the municipality.

5.1.6.3. Special clearance of cheques.

5.1.6.4. Direct on-line function to enquire on the status of cheques presented

5.1.6.5. Timeous intervention of cheques that have been tampered with or fraudulently negotiated.

5.1.6.6. The municipality must be able to do electronic stop payments

5.1.7. Internet banking

The requirement is the ability to use real-time systems that provides cash management, payments and receipts solutions. These solutions must have built in efficiencies where there is a clear reduction in costs with regard to the Municipality's administration and accounting functions and improved controls with the results being a reduction in operational risk and fraud. The successful bidder should be able to provide the following:

5.1.7.1. Facilitate the secure and timeous movement of funds.

5.1.7.2. Meet the municipality's requirements in respect of EFT's for all salaries, creditor and other payments.

5.1.7.3. Timeous and secure processing of all transactions

5.1.7.4. Ability to interface with payroll and line-of-business applications currently being used.

5.1.7.5. Stringent authorisation and security controls.

5.1.7.6. Efficient managing and reduction of risk processes.

5.1.7.7. Enhanced data integrity due to stringent validation controls.

5.1.7.8. To provide on-line real time account balance and transaction enquiries.

5.1.7.9. To provide real-time transaction search capabilities.

5.1.7.10. Direct on-line stop payment facility.

5.1.7.11. To provide transaction history for up to 12 months.

5.1.7.12. The period of historic information available on the system must be indicated and be available within 7 working days. Preferable for 12 months and free of charge regardless the time frame.

5.1.7.13. A one-day service for electronic transfer of payments / deposits must be available.

5.1.7.14. An electronic sweeping facility between accounts must be available.

5.1.7.15. Facility to download information on the bank statement into the municipality's current financial management system to facilitate bank reconciliations.

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- 5.1.7.16. Bank statements will be downloaded daily from the bank in the file layout format required by the Municipality's core Financial System service provider. All bank statement transactions are required to be clearly and correctly referenced in an agreed manner to facilitate the bank reconciliation process. Daily bank statements must be available for importing the next day at no later than 07:00.
- 5.1.7.17. Electronic downloading of deposits with a reference indicator in an agreed file format for electronic receipting purposes.
- 5.1.7.18. An audit trail of all electronic fund transfers or deposits.
- 5.1.7.19. Direct on-line facility to enable transfer of funds electronically between the municipality's bank accounts.
- 5.1.7.20. An electronic direct debit facility to collect payments from the municipality's consumers. Fees per transaction and minimum monthly charges must be stated. The charge per transaction for recalls must also be stated and the ability to provide detail information retaining to unpaid ACB transactions.
- 5.1.7.21. An electronic enquiry facility to access direct debit rejections with a reason / code explaining the rejection.
- 5.1.7.22. The bank must provide the necessary training to municipal personnel to use the electronic systems. The cost of training must be quoted.

5.1.8. External transaction codes

- 5.1.8.1. Tenderers must submit with the tender documents a complete list of their external transaction codes in use.
- 5.1.8.2. This must be supplied in hardcopy and electronic medium in Excel.
- 5.1.8.3. The successful tenderer needs to inform the municipality of any new bank codes at least ten working days before implementation by the bank.

5.1.9. Host to Host Electronic Payment Solution

- 5.1.9.1. Required for bulk monthly debit orders.
- 5.1.9.2. A secure host-to-host solution (that can accommodate the Municipality's transactional volumes) for the electronic transfer of the Municipality's transactions from the Municipality's core financial system to the bank and back needs to be provided.
- 5.1.9.3. The host-to-host solution must be able to transfer electronic transactions from the core financial system to the bank's system and back without downloading the transactions to a user's PC.
- 5.1.9.4. This solution needs to accept transactional files in the standard ACB/BankServ format/s that can easily be created in the core financial system environment.
- 5.1.9.5. The successful tenderer needs to provide the programming codes to the Municipality's financial management software service provider, if required for any integration.
- 5.1.9.6. A message indicating if the transmission was accepted needs to be returned within one hour of any transaction.
- 5.1.9.7. Details of unpaid debit orders to be provided daily with a reconciliation of accepted/rejected payments.
- 5.1.9.8. The system must be able to accommodate payment transactions up to R1 000 000 (one million rand) per transaction line, mixed with other smaller payment transactions in the same file.
- 5.1.9.9. The system must be able to accommodate more than one payment file per day (no overwriting of previously sent file).
- 5.1.9.10. The system must be able to accommodate payments to all other banks in one file.

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- 5.1.9.11. Security based on different user codes for the different business user groups need to be provided.
- 5.1.9.12. Item/Transaction limits, day limits, weekly limits, etc. needs to be provided per user code.
- 5.1.9.13. An administrative system that will warn the Municipality if any of the daily, weekly or monthly limits are close to being exceeded.
- 5.1.9.14. File security via control totals / hash totals needs to be provided.
- 5.1.9.15. A file/directory naming convention should be utilised whereby the files/directory can easily be identified without looking at the contents of the file.
- 5.1.9.16. Use must be made of a system of transmission numbers and sequence numbers that prevent the accidental duplication of a transmission/file (if a file was transferred twice).
- 5.1.9.17. The transactions reflected on the Municipality's bank statement needs to be available in real time on a daily basis.
- 5.1.9.18. The bank statement file needs to be in a format that can easily be created in the core financial system environment.

5.1.10. Desktop / Direct Solution

- 5.1.10.1. A desktop based online solution (utilising the internet as a communication medium) needs to be provided.
- 5.1.10.2. This solution needs to have a built-in two stage sign on and approving security mechanism.
- 5.1.10.3. This solution can also be used as the back-up solution to the host-to-host solution.
- 5.1.10.4. The solution needs to prompt the users every 30 days to change access passwords.

5.1.11. Requirements for both the host to host and desktop / direct solution

- 5.1.11.1. Where payments are sent in advance, it must be possible to cancel specific transactions in emergency cases.
- 5.1.11.2. A message / messages indicating rejected/unpaid transactions needs to be returned timeously.
- 5.1.11.3. An online bank inquiry solution needs to be provided. This should be via the desktop/direct solution mentioned above.
- 5.1.11.4. Must be possible to accommodate payments to banking institutions where a universal branch code is utilized.
- 5.1.11.5. Reference fields must be returned on all transactions that are rejected.
- 5.1.11.6. Branch code verifications as well as CDV checks need to occur immediately after any transactions are transferred.
- 5.1.11.7. 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 08:00 and 16:30 on week days, excluding public holidays.
- 5.1.11.8. The Municipality needs to be notified of any redirected transactions.
- 5.1.11.9. All payment entries on the bank statement must show a unique reference number. For cheque payment this will be the cheque number. For EFT payments it will be the EFT batch reference / identifiable transaction sequence number.
- 5.1.11.10. 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.
- 5.1.11.11. Council may arrange the printing and numbering of its own cheques which must conform to the bank and core financial system specifications.

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5.1.11.12. The system needs to provide the following services in respect of electronic payments: same day payments and up to at least 30 days in the future.

5.1.12. Salaries

- 5.1.12.1. The Main Bank Account is utilised for the payment of all salary related items, including third party payments (PAYE, Pension, Medical Aid Deductions etc.) for all staff employed by the municipality.
- 5.1.12.2. Such payments are processed electronically via EFT's, utilising a PC Based Desktop/Direct solution.
- 5.1.12.3. All transactions debited or credited to the main Bank Account must contain effective referencing for clear identification. In such instances the EFT batch number / identifiable transaction sequence number should be quoted in the text field. The same procedure is required for "Unpaid" EFT amounts relating to an individual employee payment.
- 5.1.12.4. Facility for monies to be recalled on a same day service.

5.1.13. Bank Reconciliation

- 5.1.13.1. Bank Reconciliations are performed electronically. Bank statements will be downloaded daily from the bank in the file layout format required by the core financial system service provider and uploaded into the core financial system bank reconciliation module using the transaction identifier /reference number on the statement to determine the type of transaction.
- 5.1.13.2. All bank statement transactions require to be clearly and correctly referenced in an agreed manner to facilitate the core financial system bank reconciliation process.
- 5.1.13.3. Previous day's completed bank statement must be available for electronic downloading by 7:00 each morning.

5.1.14. Debit/Credit card Machines (Speed point/Merchant services)

- 5.1.14.1. Detailed specifications of credit card terminals/ speed points must be indicated, in which the municipality would prefer wireless terminals.
- 5.1.14.2. Cost should be indicated per terminal and per transaction (debit and credit card).
- 5.1.14.3. Cost of periodic upgrade of machines, if applicable.

5.1.15. Sweeping of balances

- 5.1.15.1. Facilities should be available should the Municipality require Balances in all Bank Accounts to be automatically swept to the Main Bank account at the close of business daily reducing all bank accounts, except the main bank account, to nil.
- 5.1.15.2. Different sweeping options should be available regarding minimum and maximum amounts, timing and frequency of sweepings.
- 5.1.15.3. For interest calculation purposes, and for the application of overdraft and other banking limits, balances on all current accounts must be notionally consolidated at all times by the bank within one overall cash management system. Interest should be paid on all daily net credit balances.
- 5.1.15.4. The interest rate to be quoted.

5.1.16. General Services

- 5.1.16.1. A dedicated support team to maintain and service all banking queries. The branch where the account is opened must assign banking officers / relationship manager who are available to handle all aspects of the municipality's accounts, including correspondence, arrangements and queries.
- 5.1.16.2. The bank must be able to manage large volumes of transactions in real time.
- 5.1.16.3. The bank must be able to supply the municipality with information pertaining to debits and credits on this account.

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- 5.1.16.4. The bank must provide the necessary training to municipal personnel to use the electronic systems. The cost of training must also be quoted.
- 5.1.16.5. The short-term overdraft facilities and lending rate must be stated as well as the cost for the overdraft facility.
- 5.1.16.6. Cash management facilities must be explained.
- 5.1.16.7. The bidder's information technology must be compatible with that of the municipality.
- 5.1.16.8. The bank's commitment to assist the municipality in identifying irregularities must be indicated.
- 5.1.16.9. Delivery of statements in electronic PDF format and hard copy – paid cheques to be in numerical sequence. No later than 5 working days after month end.
- 5.1.16.10. Audit confirmation letters / certificates
- 5.1.16.11. Returned / disputed debit orders
- 5.1.16.12. The tenderer's teller must capture the reference from the pre-printed deposit slip forming part of the Municipality's bill for all deposit's taken in over the counter at any of the tenderer's branches.
- 5.1.16.13. Confirmation of banking details of creditors.
- 5.1.16.14. Indicate the availability of branches / agencies in all towns in the Overstrand for the daily deposit of money.

5.1.17. Traffic Fine Payments Account

Purpose: This bank account will be used to receive traffic fine payments.

- 5.1.17.1. The municipality requires the successful tenderer to provide the facility to accept traffic fine payments as per specification provided.
- 5.1.17.2. The following payment channels for traffic fines must be provided by the successful service provider
 - (a) Over the counter
 - (b) ATM's
 - (c) Internet banking
- 5.1.17.3. No payment for traffic fines shall be accepted without a deposit identifier and shall not be accepted when the Municipality migrates to a validation via the Municipality's traffic fine administrator, where only full payment of fines should then be accepted and any attempt to make a part payment will be rejected.

5.1.18. Testing environment

- 5.1.18.1. The successful tenderer must provide a testing environment.
- 5.1.18.2. The test environment must be available before go live as well as an agreed period thereafter.
- 5.1.18.3. The successful tenderer must assign dedicated staff to be prepared to help and be on site during the implementation phase.
- 5.1.18.4. Support services must be provided by the successful bidder for the implementation of its services and thereafter.

5.1.19. Protection against fraud

Council 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 control, bulk cash handling, payment mandates, security of data, credit / debit transactions, etc. The bank's commitment to assist the Municipality in identifying irregularities (fraud) must be indicated.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	

5.1.20. Exit Strategy

Should the existing tender'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, conditions and pricing of the last increase, until such time that the Municipality closes its existing bank accounts to a maximum period of 6 months.

5.2. Minimum requirements

The evaluation of tenders will be done in terms of compliance with various listed criteria. Tenders that do not comply with the requirements listed in the table below will automatically be regarded as non-responsive.

	Description of minimum requirement	Indicate compliance with an "X"		For proof of compliance provide bid document reference page number.
		Yes	No	
5.2.1.	Baseline requirements			
5.2.1.1.	Certificate of registration as a Bank in terms of the Banks Act, No 94 of 1990 as well as a company profile.			
5.2.1.2.	Most recent published credit rating report by Fitch, with a rating of BB and higher.			
5.2.1.3.	Internet banking must be "real-time"			
5.2.1.4.	Previous day's completed bank statement must be available for electronic downloading by 7:00 each morning.			
5.2.1.5.	Inward Debit order system solution must be available.			
5.2.2.	Transactional banking			
	Primary bank account:			
5.2.2.1.	Must accept all Municipal deposits and must include a reference / description.			
5.2.2.2.	Money market account/ accounts linked to the Primary account to enable transfer of funds as and when required.			
5.2.2.3.	Overnight/bridging facilities linked between the Municipality's current and money market account/s in the event of an overdraft.			
5.2.2.4.	Any adjustment must show original reference.			
5.2.2.5.	Facility to be available for periodic balance sweeping into primary account.			
5.2.2.6.	Bank charges or interest accrued to be directed to the primary bank account from other bank accounts.			
5.2.2.7.	Account specified pre-printed triplicate carbonised deposit books.			
5.2.2.8.	Deposit slips to be returned daily via the cash collection service provider.			
5.2.2.9.	Deposits received by the Bank's Cash Centre at any time during the day must be deposited and reflect on the same day.			
5.2.2.10.	Cashier Cash Floats to be made up in terms of cash specifications produced by the Council. (Money bags to be supplied by the bank).			
5.2.2.11.	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.			
5.2.2.12.	In the case of unidentified cash the Bank is to provide the Municipality with information about depositor in the absence of a deposit identifier or customer account.			
5.2.3	Other bank accounts:			
5.2.3.1.	No acceptance of deposits without identifier.			

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	

	Description of minimum requirement	Indicate compliance with an "X"		For proof of compliance provide bid document reference page number.
		Yes	No	
5.2.3.2.	Validation of identifier.			
5.2.3.3.	Rejection of invalid deposits (Deposits without identifier).			
5.2.3.4.	Any adjustment must show original identifier.			
5.2.3.5.	Bank charges and interest to be re-directed to the primary bank account.			
5.2.4	Traffic Fine Payments Account			
5.2.4.1.	Council requires the successful tenderer to provide the facility to accept Council's Traffic fine payments as per the specification which will be provided by Council.			
5.2.4.2.	The following payment channels for Councils traffic fines must be provided by the service provider subject to: No acceptance of deposits without identifier. Validation of identifier Rejection of invalid deposits Any adjustment must show original reference			
i.	Over the counter			
ii.	ATM's			
iii.	Internet banking			
5.2.5	Special Account for Guarantees			
5.2.5.1.	Issuing of guarantees. A separate investment account would be opened for this.			
5.2.6	Expenditure			
5.2.6.1.	All payment entries to show a unique reference number.			
5.2.6.2.	Any adjustment to payment entries must show original reference.			
5.2.6.3.	The service provider must facilitate the following mode of payments: Cheques and EFT.			
5.2.7	Bank reconciliations:			
5.2.7.1.	Bank statements to be downloaded daily must be in the file layout format as required by the municipality's financial system service provider.			
5.2.7.2.	All bank statement transactions require to be correctly referenced to facilitate the financial system service provider reconciliation process.			
5.2.7.3.	Bank statements must be sent electronically in PDF format and hard copies must be delivered to the Municipality on a monthly basis within 5 working days after month end.			
5.2.7.4.	Unpaid items must be debited individually on the Bank Statements and bear the same unique identifier reference as the original deposit.			
5.2.7.5.	Physical unpaid cheques to be returned to the Municipality's Head Office daily.			
5.2.8	Host-to-Host Solution (Inward debit order facility)			
5.2.8.1.	Secure host-to-host solution that can accommodate the Municipality's core financial system and transactional volumes.			
5.2.8.2.	Transfer electronic transactions from the financial system services provider to the bank's system without downloading the transaction to a user's PC.			

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	

	Description of minimum requirement	Indicate compliance with an "X"		For proof of compliance provide bid document reference page number.
		Yes	No	
5.2.8.3.	Accept files in the standard ACB/BankServ format / a format that can easily be created in the financial system service provider's environment.			
5.2.8.4.	Accommodate an item limit up to R1 000 000 mixed with other smaller items in the same file.			
5.2.8.5.	Accommodate more than one payment file per day (no overwriting of previously sent file).			
5.2.8.6.	Accommodate inward debit order transactions to all banks in one file.			
5.2.8.7.	Security based on different user codes for the different business user groups.			
5.2.8.8.	Item/Transaction limits, day limits, weekly limits, etc. per user code.			
5.2.8.9.	File security via control totals and hash totals.			
5.2.8.10.	File/directory naming convention whereby the files/directory can easily be identified without looking at the contents of the file.			
5.2.8.11.	Use of a system of transmission and sequence numbers that prevent the accidental duplication of a transmission file (if the file was sent twice).			
5.2.8.12.	Message indicating if the transmission was accepted needs to be returned within one hour.			
5.2.8.13.	An administrative system that will warn the Municipality if any of the daily or weekly limits are close to being exceeded.			
5.2.8.14.	Report on all successful transfers.			
5.2.8.15.	Report on all unsuccessful transfers together with identifiers indicating vendor name and value.			
5.2.8.16.	Prompt the users regularly to change their password to the solution			
5.2.9	Desktop/Direct Solution (Internet banking solution)			
5.2.9.1.	Desktop based online solution (utilising the internet as a communication medium) for payments.			
5.2.9.2.	Built in two stage sign on and approving security mechanism.			
5.2.9.3.	Online bank inquiry solution.			
5.2.9.4.	Accommodate payments to banking institutions where a universal branch code is utilised.			
5.2.9.5.	Report on all successful transfers.			
5.2.9.6.	Prompt the users regularly to change their password to the solution			
5.2.9.7.	Where payments are sent in advance it must be possible to recall specific transactions.			
5.2.9.8.	A message / messages indicating rejected/unpaid transactions returned the next day or as soon as available.			
5.2.9.9.	Reference fields returned on all transactions that are rejected.			
5.2.9.10.	Branch code verifications as well as a CDV checks occur immediately after any transactions are sent.			
5.2.9.11.	General internet e-mail not to be used as mode of transmission / instruction between the Municipality and the bank for desktop/direct solutions.			
5.2.9.12.	Able to accept payment transactions between the hours of at least 08:00 and 16:30 on week days, excluding public holidays.			
5.2.9.13.	Municipality to be notified of any redirected transactions.			
5.2.9.14.	All entries on the bank statement must show a unique reference and event number.			

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	

	Description of minimum requirement	Indicate compliance with an "X"		For proof of compliance provide bid document reference page number.
		Yes	No	
5.2.9.15.	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.			
5.2.9.16.	System must provide the following payment services: from same day to at least 30 days transmission in advance.			
5.2.10	Card Machines (Speed point / Merchant services)			
5.2.10.1.	To facilitate debit and credit card payment facilities at each cashier and to include the necessary router for the credit card machine to function correctly.			
5.2.10.2.	Periodic upgrade of credit card machines			
5.2.10.3.	Stand-alone terminals with router included in installation.			
5.2.10.4.	Mobile terminal with router included in installation.			
5.2.11	Treasury:			
5.2.11.1.	Tenderer to provide an interest and bank charges statement to be available on a monthly basis within 5 working days after month end. It must be available in hard copy and electronic PDF format. Hard copy to be delivered and PDF format to be sent electronically.			
5.2.11.2.	Electronic invoices supported by detailed workings of the calculation of the bank charge must be supplied monthly, within 5 working days after month end.			
5.2.11.3.	Cash management scheme netting of balances to be available.			
5.2.11.4.	Upon request make available depositor contact information in imaging or email. Information should be available for at least 12 months.			
5.2.12	Fraud protection:			
5.2.12.1.	Measures to be instituted to protect Council against all forms of fraud.			
5.2.13	Bulk cash handling.			
5.2.13.1.	Details of operation of bulk cash centres and confirmation that money will be deposited the same day as received.			
5.2.14	Proof of operational capabilities.			
5.2.14.1.	Proof that the tenderer can accommodate the transaction volumes as shown in the specification by reference to the tenderers existing client base and volumes, systems and infrastructure.			

5.3. Other banking solutions

5.3.1. Tenderers are to provide information relating to other banking products. (Excluding credit cards, petrol card facility, investments (except for those indicated in the requirements above) and loans)

5.3.2. Other banking facilities

5.3.2.1. Forward cover

5.3.2.2. Foreign currency

5.3.2.3. Economic advice/forecasting

5.3.3. Please list other relevant innovations for implementation by the bank.

5.3.4. Possible future innovations

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5.3.5. Tenderers are also requested to give their comments on possible future innovations which could be of interest to the municipality.

5.3.6. Tenderers are to include prices for the above, where applicable.

6. IMPLEMENTATION TIMETABLE

An implementation timetable should be provided to include all deliverables leading up to implementation for transacting to commence on 1 July 2019.

	Implementation plan and time frames	For proof of compliance provide bid document reference page number.
6.1.	Provide implementation plan and time frames for implementation.	
6.2.	Provide a testing environment / testing facility.	
6.3.	Test environment/facility available before go live as well as after go live for a period as agreed upon.	
6.4.	Tenderers assign dedicated staff to be prepared to interact and respond during Overstrand Municipality's implementation phase.	
6.5.	A complete list of external transaction codes to be used must be submitted.	
6.6.	External transaction codes supplied in hardcopy and electronic format (in Excel) on a CD. Format must be compatible with the financial system service provider.	
6.7.	A programme for implementation of the required banking services including a marketing/publicity strategy.	
	Implementation costs:	
6.8.	An indication of any additional computer hardware or software (and its cost to the Council, if applicable) that Council must acquire in order for the proposed banking systems to interface with the core financial system and / or to operate at the required level of efficiency.	
6.9.	The training requirements (and its cost to Council, if applicable), for Council's staff to use the proposed banking systems.	
6.10.	Bank should be prepared for parallel runs for up to two months before Go- Live, if required.	

7. INFORMATION TO BE PROVIDED BY THE BIDDER

This section provides a checklist of additional information to be provided by the Bidder:

	Corporate structure & strength of tenderer	For proof of compliance provide bid document reference page number.
7.1.	Audited financial statements for the last 3 years.	
7.2.	Branch network in the Overstrand Area (Location and number).	
7.3.	ATM network in the Overstrand Area (Location and number).	
7.4.	Details of relationship banking structure and operation.	
7.5.	A dedicated support team to maintain and service all banking queries.	
7.6.	Social investment & employment equity programmes in the Western Cape.	
7.7.	Indicate if bidder has current exposure to the following: National, Provincial or Local Government.	
7.8.	Details of the following in respect of the branch which will be designated as the home branch of Council's bank accounts:	
(a)	Name and physical location	
(b)	Management structure, names and positions	

PRINT NAME:			
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	Corporate structure & strength of tenderer	For proof of compliance provide bid document reference page number.
(c)	Staffing numbers and structures	
(d)	Facilities and services available	
(e)	Afterhours access to Branch	
(f)	Dedicated operational/technical support.	
(g)	IT (financial) systems, back-up facilities including disaster management.	

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	

20. PRICING SCHEDULE

NOTE:

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
3. Document **MUST** be completed in non-erasable black ink.
4. **NO** correction fluid/tape may be used.
 - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
5. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
 - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

	INDICATE WITH AN 'X'									
Are you/is the firm a registered VAT Vendor	YES					NO				
If "YES", please provide VAT number										

I / We _____
 (full name of Bidder) the undersigned in my capacity as _____
 of the firm _____

hereby offer to Overstrand Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Overstrand Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

PRICING SCHEDULE:

Bidders to take note of the following information regarding pricing:

1. Bidders are required to comply with the prescribed pricing schedule stated below for the purpose of price evaluation. Every line item, even if the charge is zero, must be completed.
2. All prices shall be tendered, excluding and including VAT (where applicable), but including customs or excise duty and any other duty, levy, or other applicable tax.
3. If discrepancy between unit price excl. VAT and unit price incl. VAT, the incl. VAT amount will stand firm and will be taken as the actual amount.
4. Quantities stated in the pricing schedule are based on historical volumes
5. All prices shall be tendered in accordance with the units specified in this schedule.
6. All prices tendered must include all expenses, disbursements and costs (e.g. transport, overheads, accommodation etc.) that may be required in and for the execution of the work described in the Specification, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful).
7. All prices tendered will be final and binding.
8. The Council reserves the right to award each section separately. The successful tenderer should be able to provide a detailed breakdown of rates as per the pricing schedule on request.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



PRICING SCHEDULE

Section	Description	Estimated Annual Quantities	Basis of Charge	Unit Price (Excl. VAT) Rand value or % as applicable	VAT	UNIT PRICE (Including VAT) Rand value or % as applicable
1.	Transactional Banking Fees					
1.1	Handling Fees					
1.1.1.	Fixed fee per debit item	2300	Per Item			
1.1.2.	Cash Deposit Handling Fee	R66 Million	% per Rand Value			
1.1.3.	Enhanced Deposit Identifier Fee (Check Digit Verification)	60 000	Per Item			
1.1.4.	Fees for R/D cheques	60	Per Item			
1.1.5.	Fees for post-dated cheques	24	Per Item			
1.1.6.	Cost for stop payments	24	Per Item			
1.1.7.	Fees for bank guaranteed cheques	10	Per Item			
1.1.8.	Other banking service fees: Special Clearance	50	Per Item			
1.1.9.	Transfer to branches of Main Banker	200	Per Item			
1.1.10.	Transfer to branches of other banks	50	Per Item			
1.1.11.	Consolidated Payments	24	Per Item			
1.1.12.	Correcting an error on Deposits	120	Per Item			
1.1.13.	Debit Orders	24	Per Item			
1.1.14.	Special clearance	120	Per Item			
1.1.15.	Cheques	200	Per Item			

Print Name:		Name of firm		Date:	
Capacity:		Signature:			

MUNISIPALITEIT



MUNICIPALITY

Section	Description	Estimated Annual Quantities	Basis of Charge	Unit Price (Excl. VAT) Rand value or % as applicable	VAT	UNIT PRICE (Including VAT) Rand value or % as applicable
1.1.16.	Return of unpaid cheques (inward unpaid) per cheque	200	Per Item			
1.1.17.	Cash withdrawal: Counter	100	Per Item			
1.2.	Bank Statements					
1.2.1.	Hard Copies (4 accounts)	48	Per Item			
1.2.2.	Electronic Format Download (4 accounts)	48	Per Item			
1.2.3.	Auditors Report	1	Per Item			
1.2.4.	Banks report per code	1	Per Item			
1.2.5.	Copies of the documents	12	Per Item			
1.2.6.	Certificate of balance	1	Per Item			
1.2.7.	Long outstanding queries raised after 3 months or more.	12	Per Item			
1.2.8.	Statement recreates (Archives)	3	Per Item			
1.3.	Bulk Filing					
1.3.1.	Image Enquiry	1	Per Item			
1.3.2.	Imaging of Deposit Slips and unpaid cheques on request	12	Per Item			
1.3.3.	Tracing of Unidentified Deposits	120	Per Item			
1.4.	Stationery					
1.4.1.	Deposit books- Pre-printed, carbonized in triplicate- 50 pages with 12 digit codes	50	Per Item			
1.5.	Interest Rates					
1.5.1.	On Credit Balances- Interest payable on daily current account credit balances	Average daily balance R 50 million	Prime Linked %			
1.5.2.	Overdrawn Balances- Interest payable on daily current account debit balances		Prime Linked %			

Print Name:		Name of firm		Date:	
Capacity:		Signature:			

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MUNICIPALITY

Section	Description	Estimated Annual Quantities	Basis of Charge	Unit Price (Excl. VAT) Rand value or % as applicable	VAT	UNIT PRICE (Including VAT) Rand value or % as applicable
1.5.3.	Interest statement charges	1	Per Item			
1.6.	Guarantees					
1.6.1.	Issuance Cost	2	Per Item			
1.6.2.	Monthly Fee- R, or	2	Per Item			
1.6.3.	Monthly Fee- %	2	Per Item			
2.	Electronic Banking					
2.1.	Cash Management System (Desktop PC or Laptop Based)					
2.1.1.	Installation- Once Off Fees (per user)	18	Per Item			
2.1.2.	Core financial system/Financial Management System integration (Once-off) Integration	1	Per Item			
2.1.3.	Operator Fees- Per Operator / System Manager / Administrator	18	Total 12 monthly Instalments			
2.2.	Transaction Fees					
2.2.1.	Credits (Payments against available funds)	36 000	Per Item			
2.2.2.	Payments exceeding R5 million	80	Per Item			
2.2.3.	Immediate interbank payment transaction fee	12	Per Item			
2.2.4.	Account holder verification	20	Per Item			
2.3.	Banking notification and reminder charges					
2.3.1.	E-mail	250	Per Item			
3	Payments & Collections Via Host-to-Host connectivity (Including ACB Fees)					
3.1.	Registration / Implementation Fee	1	Once-Off			

Print Name:		Name of firm		Date:	
Capacity:		Signature:			

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MUNICIPALITY

Section	Description	Estimated Annual Quantities	Basis of Charge	Unit Price (Excl. VAT) Rand value or % as applicable	VAT	UNIT PRICE (Including VAT) Rand value or % as applicable
3.2.	Minimum Monthly EFT Fee- Host to Host	12	Per Month			
3.3.	EFT Transactions- Credits					
3.3.1	One-Day Credits	33 000	Per Item			
3.3.2	Charge per Transaction > R 5million	50	Per Item			
3.3.3	Two-day Credits	14 000	Per Item			
3.4.	EFT Transactions- Debits					
3.4.1.	2 Day Value Debits (Same Bank)	41 000	Per Item			
3.4.2.	2 Day Value Debits (Other Banks)	55 000	Per Item			
3.4.3.	Same Day Value Debits	10000	Per Item			
3.4.4.	Charge per Transaction > R 5million	50	Per Item			
3.5.	Penalties					
3.5.1.	Unpays	600	Per Item			
3.5.2.	Re-Directs	50	Per Item			
3.6.	Automated Aggregate Limit Usage					
3.6.1.	On every transmission (Aggregate limit enquiry- Specify)	12	Per Transaction			
3.6.2.	Daily	365	Per Day			
3.6.3.	On Request	2	Per Item			
3.6.4.	Additional Charges in Respect of Error Processing- If aggregate value limit is exceeded	1	Per Item			
3.6.5.	Additional Charges in Respect of Error Processing- If data is technically incorrect	40	Per Item			

Print Name:		Name of firm		Date:	
Capacity:		Signature:			

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MUNICIPALITY

Section	Description	Estimated Annual Quantities	Basis of Charge	Unit Price (Excl. VAT) Rand value or % as applicable	VAT	UNIT PRICE (Including VAT) Rand value or % as applicable
3.6.6.	Additional Charges in Respect of Error Processing- If submitted after the agreed cut-off time	1	Per Item			
3.7.	Account Holder Verification					
3.7.1.	Tenderer's bank validation	3 400	Per Item			
3.7.2.	Other bank's validation	4 600	Per Item			
4	Electronic Statements					
4.1.	Initial Registration Fee	1	Once-Off			
4.2.	Fixed Monthly Fee	12	Per Month			
4.3.	Per Statement Record	720 000	Per Line Item			
4.4.	Add Additional Account- Per additional account added to an existing Electronic Statement Delivery System	2	Per item			
5	Branch Deposit Identification					
5.1.	Initial Registration Fee- Once-Off	1	Once-Off			
5.2.	Fixed Monthly Fee	12	Per Month			
5.3.	Price per Deposit- Free Format	3 600	Per Item			
5.4.	Price per Deposit- CDV	2 400	Per Item			
6.	Electronic Deposit Identification					
6.1.	Initial Registration Fee- Once-Off	1	Once-Off			
6.2.	Fixed Monthly Fee	12	Per Month			
6.3.	Price per Deposit- CDV	60 000	Per Item			
6.4.	Price per Deposit- CLDATM Reference CDV	3 000	Per Item			
6.5.	Price per Deposit- CLDATM Reference Free Format	400	Per Item			

Print Name:		Name of firm		Date:	
Capacity:		Signature:			

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MUNICIPALITY

Section	Description	Estimated Annual Quantities	Basis of Charge	Unit Price (Excl. VAT) Rand value or % as applicable	VAT	UNIT PRICE (Including VAT) Rand value or % as applicable
7.	Maintenance, Support & Training					
7.1.	Maintenance & Support- Per Hour or part thereof, including travel time	10	Per Hour			
7.2.	Training- Per Hour or part thereof, including travel time (After implementation)	10	Per Hour			
7.3.	Help Desk Enquiries	60	Per Item			
7.4.	Transaction tracing (Client Support)	60	Per Request			
7.5.	Password reset at helpdesk	15	Per Request			
7.6.	Self-Assisted password reset	15	Per Reset			
7.7.	Re-Issue of Invoices	1	Per Item			
8	Traffic Fine Payment					
8.1.	Initial Registration Fee- Once-Off	1	Once-Off			
8.2.	Fixed Monthly Fee	12	Per Month			
8.3.	Receipt of Traffic Fines	20 000	Per Item			
9.	Computer Hardware:					
9.1	Any additional computer hardware or software required that must be procured by the municipality in order for the proposed banking systems to interface with the Municipality's Core Financial Management System and / or to operate at the required level of efficiency (host to host)		Rand Value			
9.2.	Monthly Operating Cost	12	Per Month			
10.	Debit / Credit Card Merchant					
10.1.	Once off installation fee	18	Once off			
10.2.	Stand-alone terminal rental per month (per machine)	18	Per Month			
10.3.	Mobile terminal rental per month (per machine)	1	Per Month			

Print Name:		Name of firm		Date:	
Capacity:		Signature:			

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MUNICIPALITY

Section	Description	Estimated Annual Quantities	Basis of Charge	Unit Price (Excl. VAT) Rand value or % as applicable	VAT	UNIT PRICE (Including VAT) Rand value or % as applicable
10.4.	Periodic upgrade of terminals	1	Per Occasion			
11.	Commission – (also indicate the %)					
11.1.	Debit Cards	R65 million	R p.a.			
11.2.	Credit Cards	R25 million	R p.a.			
11.3.	Other VISA/Master/Other Cards	R2 million	R p.a.			
Please note: The above services and volumes, with its related fees and costs will be calculated over a five year period for evaluation purposes. The estimated quantities above are for evaluation purposes only and must not be seen as the actual quantities.						

Print Name:		Name of firm		Date:	
Capacity:		Signature:			

21. MBD 7.2 – CONTRACT FORM – RENDERING OF SERVICES

NOTE:

1. This form must be completed in duplicate by both the successful bidder (Part 1) and the purchaser (Part 2). Both forms must be signed in the original so that the successful bidder and the purchaser will be in possession of originally signed contracts for their respective records.
2. NO correction fluid/tape may be used.
3. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.

PART 1 (to be completed by the TENDERER)

1. I hereby undertake to render services described in the attached bidding documents to **Overstrand Municipality**, in accordance with the requirements and task directives / proposals specifications stipulated in Tender Number **SC1933/2018: PROVISION OF BANKING SERVICES FOR A CONTRACT PERIOD ENDING 30 JUNE 2024**, at the price(s) quoted as per the pricing schedule.
2. My offer(s) remain(s) binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
3. The following documents shall be deemed to form and be read and construed as part of this agreement:

Bidding documents, viz

 - (a) Invitation to bid
 - (b) Tax clearance certificate
 - (c) Pricing schedule(s)
 - (d) Filled in task directive/proposal
 - (e) Preference claims in terms of the Preferential Procurement Regulations 2011
 - (f) Declaration of interest
 - (g) Special Conditions of Contract; and
 - (h) General Conditions of Contract.
4. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
5. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1:		WITNESS 2:	
DATE:			

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (to be completed by OVERSTRAND MUNICIPALITY)**

1. I, _____,
in my capacity as _____,
accept your bid under reference number _____ dated _____,
for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.
4. I confirm that I am duly authorised to sign this contract.

SIGNED AT _____ on this _____ day of _____ 20 ____.

TO BE COMPLETED BY THE OVERSTRAND MUNICIPALITY

SIGNATURE:		OFFICIAL STAMP:
NAME (PRINT):		
WITNESS 1:		
WITNESS 2:		

22. DECLARATION BY TENDERER

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our tender and that I / we elect *domicillium citandi et executandi* (physical address at which legal proceedings may be instituted) in the Republic at:

I / We accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfillment of this contract.

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

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	



PART C – DATABASE REGISTRATION

A	If you are a bidder, DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, COMPLETE THIS SECTION		
SCM DATABASE REGISTRATION NUMBER		SC	
NAME OF FIRM			
SIGNATURE		CAPACITY	
NAME (PRINT)			

B	If you are a bidder, NOT DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, it is compulsory to complete and attach the following forms:
1	Database Registration Form
2	Questionnaire For Preferential Procurement Policy
3	Declaration By Supplier
4	National Small Business Act No. 102 Of 1996 Classification
5	Documents Required
6	Nature Of Operations, Products Or Services
7	Credit Order Instruction



FOR OFFICE USE ONLY

FORMS REMOVED & HANDED TO DATABASE OFFICIAL					
1	Database Registration Form	Yes		No	
2	Questionnaire For Preferential Procurement Policy	Yes		No	
2.1	BBBEE Certificate / Letter from Auditor				
3	Declaration By Supplier	Yes		No	
4	National Small Business Act No. 102 Of 1996 Classification	Yes		No	
5	Nature Of Operations, Products Or Services	Yes		No	
6	Credit Order Instruction	Yes		No	
7	Documents Required:				
7.1	Copy of Company Registration Documentation	Yes		No	
7.2	Tax Clearance Certificate	Yes		No	
7.3	PAYE	Yes		No	
7.4	UIF Certificate / proof	Yes		No	
7.5	WCA Certificate / Letter of Good Standing	Yes		No	
7.6	Copies of ID documents of Directors / Members / Shareholders / Partners.	Yes		No	
8.	LIST ANY OTHER FORMS REMOVED AND SUBMITTED TO DATABASE OFFICIAL:				
<i>I confirm that I have removed the forms as indicated above from the tender document and forwarded it to the Supplier Database Official</i>					
	Removed	Checked			
Print Name					
Signature					
Date					




DATABASE REGISTRATION FORM

VAT/BTW REG. NO: 4140106396

www.overstrand.gov.za

OM-C1

HERMANUS Magnoliastraat 1 Magnolia Street ☎ 20 7200 Tel. 028 313 8152 Faks/Fax. 086 533 9190		HANGKLIP-KLEINMOND 5de Laan 39 5th Avenue Private Bag X3 Private Bag 7195 Tel. 028 271 8400 Faks/Fax. 028 271 4100				STANFORD Queen Victoriastraat 15 Queen Victoria Street ☎ 84 7210 Tel. 028 341 0640 Faks/Fax. 028 341 0445		GANSBAAI Hoofstraat Main Road ☎ 26 7220 Tel. 028 384 0111 Faks/Fax. 028 384 0241			
KREDITEUR: Registrasie op databasis ingevolge:		1. Wet op die Raamwerk vir Voorkeurverkrigingsbeleid, 2000 (Wet No. 5 van 2000) (Staat Kennisgewing No.97 van 03 Februarie 2000 – Staatskoerant No. 20854) 2. Voorkeurverkrigingsregulasies (No. R.725 van 10 Augustus 2001) uitgevaardig ingevolge bogemelde Wet (Staatskoerant No. 22549) 3. Wet Op Plaaslike Regering: Munisipale Finansiële Bestuur No. 56 Van 2003									
CREDITORS: Registration on data base in terms of:		1. Preferential Procurement Policy Framework Act No. 5 Of 2000 (Government Notice No.97 van 03 February 2000 – Government Gazette No. 20854) 2. Preferential Procurement Regulations (No. R.725 of 10 August 2001) promulgated in terms of abovementioned Act (Government Gazette No. 22549) 3. Local Government: Municipal Finance Management Act No. 56 Of 2003									
ABANTU ENINAMATYALA KUBO: Ubhaliso kuluhlu ngokwemiqathango:		1. Yobume benkqubo ekhethekileyo yokufumana Umthetho ongunombolo 5 ka-2000 (Isaziso sikaRhulumente esingunombolo 97 we-3 kaFebruwari 2000-lphepha-ndaba lombuso likaRhulumente unombolo 20854) 2. Imithetho yenkqubo ekhethekileyo yokufumana (Nombolo R725 ka-Agasti 2001) umthetho owaziswe ngokubhekiselele ngumthetho ongasesintla (lphepha-ndaba lombuso likaRhulumente elingunombolo 22549) 3. Umasipala wengingqi: Umthetho wokulawula ezemali kamasipala ongunombolo 56 ka-2003									
Handelsnaam van onderneming Trade name of enterprise Igama leshishini											
Posadres / Postal address Idilesi yeposi											
Plaasnaam/Besigheid straat adres / Name of Farm/Business street address / Igama lefama/idilesi yesitrato soshishino											
Aard van bedrywigheid wat beoefen word / Nature of activities conducted / Uhlobo lwemisebenzi eyenziwayo necandelo											
Tipe onderneming (Merk met X) / Type of enterprise (Mark with X) / Uhlobo loshishino (Phawula ngo-X)		1	Eenmansaak / Sole Proprietor/ Ushishino lomntu omnye	2	Vennootskap/ Partnership/ Uthelelwano	3	Openbare Sektor / Public Sector / Icandelo lomntu worke	4	Maatskappy/Beslote Korporasie / Company /Close Corporation / Inkampani/mbumba evalekileyo	5	Ander: Klub, Trust, ens. / Other: Club, Trust, etc. / Ezinye: umbutho, itrast, nji-njil.
CIDB nommer / CIDB number / inombolo ye-CIDB (Construction Industry Development Board)											
BTW nommer / VAT number/ inombolo ye-VAT											
Inkomstebelastingverwysingsnommer van persoon/onderneming in 1. / Income Tax reference number of person/enterprise in 1. / Inombolo yesalathiso serhafu yengeniso yomntu/yoshishino olubalulwa ku-1.											
Indien u nie vir enige van bogenoemde geregistreer is nie, meld redes: / If you are not registered for any of the above, furnish reasons: / Xa ungabhaliselanga nayiphi na into kwezi zingaphezulu, nika izezathu:											
CIDB nommer / CIDB number / inombolo ye-CIDB (Construction Industry Development Board)											
Besonderhede van verantwoordelike persoon of eienaar / Particulars of responsible person or owner / Iinkcukacha zomntu othatha uxanduva okanye zomnini											
Van / Surname / Ifani											
Voornaam / First name / Amagama											
Hoedanigheid / Designation / Ubume emsebenzini											
Besonderhede van skakelbeampte / Particulars of liaison officer / Iinkcukacha zomntu womanyano (Umntu onika iimbuyiselo)											
Voorletters en van / Initials and surname / Oonobumba bokuqala bamagama nefani											
Hoedanigheid/Designation/Ubume omsebenzi											
Selfoon / Cell phone / Iselfoni											
Telefoon nr./Telephone no. /inombolo yefoni											
Faksnr. / Fax no. / Inombolo yeFeksi											
e-pos adres / e-mail address / I-imeyile											
Meld taalvoorkeur / Indicate language preference		Afrikaans				English					
Ek verklaar dat die inligting wat hierin verstrek is, waar en juis is. / I declare that the information herein furnished, is true and correct. / Ndixela ukuba incukacha ezinikiweyo apha ziyinyaniso kwaye zilungile.											
Handtekening van persoon verantwoordelik vir hierdie verklaring / Signature of person responsible for this declaration / Utyikityo lomntu othathela uxanduva le ngxelo.											
Naam / Name / Igama		Hoedanigheid / Designation / Ubume emsebenzini				Datum / Date / Umhla					
PLEASE ATTACH A LIST OF SERVICES / COMMODITIES THAT YOU CAN SUPPLY											

PREFERENTIAL PROCUREMENT REGULATIONS 2011

1. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 1.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

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

2 BID DECLARATION

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

2.1.1 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1		
2.1.1.1	B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate	
2.1.1.2	Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)	

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

3	Persentasie aandeelhouding van persone geklassifiseer as jeug . (18 – 35 Jaar oud) / Percentage of shareholding of persons in the business classified as youth . (18 – 35 Years old) / Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwa ngokuba lulutsha (18 – 35 Yeminyaka)	%
4	Is u besigheid geleë binne die jurisdiksie van die munisipaliteit ? Is your business established within the area of jurisdiction of the Municipality? Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili?	In/Ngaphakathi Uit/Out/Ngaphandle

Hiermee sertifiseer ek/ons die ondergetekende en die getuienisse dat bogenoemde inligting korrek is. / I/We hereby certify that the abovementioned information is correct signed by myself/ourselves and the witnesses. / Mna/Thina siqinisekisa ukuba ezi nkukacha zingasentla zilungile kwaye zisayinwe ndim/sithi kunye namangqina

Handtekening / Signature / Osayinileyo	Getuie / As Witness / Njengengqina
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DECLARATION BY SUPPLIER

1.	This document serves as a declaration to be used by the municipality 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. No Registration will be accepted from persons in the service of the state*.			
2.(a)	Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.			
2.(b)	The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:			
	(i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;			
	(ii) been convicted for fraud or corruption during the past five years;			
	(iii) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;			
	(iv) being a person whose tax matters are not cleared by the South African Revenue Services; or			
	(v) 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).			
3.	In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.			
3.1	Print full Name:			
3.2	Company/CC Registration or ID Number:			
3.3	Are you presently <i>in the service of the state</i> ? *	YES		NO
3.3.1	If so, furnish particulars.			
3.4	Have you been <i>in the service of the state</i> for the past twelve months?	YES		NO
3.4.1	If so, furnish particulars.			
3.5	Do you, have any relationship (family, friend, other) with persons <i>in the service of the state</i> and who may be involved with the evaluation and or adjudication of any prospective bid?	YES		NO
3.5.1	If so, furnish particulars.			
3.6	Are you, aware of any relationship (family, friend, other) between a supplier and any persons <i>in the service of the state</i> who may be involved with the evaluation and or adjudication of any bid?	YES		NO
3.6.1	If so, furnish particulars.			
3.7	Are any of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES		NO
3.7.1	If so, furnish particulars.			
3.8	Is any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES		NO
3.8.1	If so, furnish particulars.			
3.9	Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?	YES		NO
3.9.1	If so, furnish particulars.			

3.10	Is the supplier 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)?	YES		NO	
3.10.1	If so, furnish particulars.				
3.11	Was the supplier or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	YES		NO	
3.11.1	If so, furnish particulars.				
3.12	Does the supplier or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	YES		NO	
3.12.1	If so, furnish particulars.				
3.13	Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	YES		NO	
3.13.1	If so, furnish particulars.				

CERTIFICATION

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

Signature	Position	Date

* 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 of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<p align="center">COMMISSIONER OF OATHS</p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20____</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p>COMMISSIONER OF OATHS:-</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p>Apply official stamp of authority on this page:</p>
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ETHICS COMMITMENT FOR SUPPLIERS OF THE OVERSTRAND LOCAL MUNICIPALITY

In our dealings with the Overstrand Local Municipality we commit to uphold high standards of ethics. Among other things this means:

- We will be honest and deal in good faith;
- We will not improperly try to influence any municipal official or decision; We will avoid all conflicts of interest;
- We will not engage in any form of corruption (e.g. paying bribes, giving kickbacks); We will not give gifts to municipal officials or councillors;
- We will not be involved in collusion with other service providers (i.e. price-fixing);
- We will ensure that all information we submit to the municipality is accurate and truthful (e.g. we will not engage in B-BBEE fronting).
- We will ensure and take accountability to keep our database records up to date, avoiding misrepresentation.
- We will ensure to comply with legislative requirements applicable.
- We will inform the Overstrand of any unethical behaviour known, either from other suppliers or Overstrand officials, supported by the protection of our Whistle Blowing policy.
- We will contribute by all means necessary, in building a positive ethical culture in the Overstrand.

This is our commitment to help build an ethical Overstrand.

Name of Company:

Name of authorised person:

Signature:

Date:

Please provide the following information on ALL directors / shareholders / trustees / members below:

Full Name and Surname	Full Name and Surname	Full Name and Surname	Full Name and Surname

MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF PARAGRAPH 38(1)(d)(i) OF SUPPLY CHAIN MANAGEMENT POLICY OF THE OVERSTRAND MUNICIPALITY (To be signed in the presence of a Commissioner of Oaths)

DECLARATION IN TERMS OF PARAGRAPH 38(1)(d)(i) OF SUPPLY CHAIN MANAGEMENT POLICY OF THE OVERSTRAND MUNICIPALITY (To be signed in the presence of a Commissioner of Oaths)

I, _____, _____ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Overstrand Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy(ies) of ID document(s)

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)

Signature	Position	Date

<p align="center">COMMISSIONER OF OATHS</p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20__</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p>COMMISSIONER OF OATHS:-</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p align="center">Apply official stamp of authority on this page:</p>
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National Small Business Act No. 102 of 1996 Classification

1. Indicate your Economic Sector - Give full description in 1.4 on page 1		2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.				
Sector or sub-sectors in accordance with the Standard Industrial Classification		Size of class	Total full-time equivalent of paid employees	Total annual turnover	Total gross asset value (fixed property excluded)	Indicate the category of your business
Please indicate your Sector "X"			Less than:	Less than:	Less than:	"X"
All Tiers of Government 00001 - 09999		Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Agriculture 11001 - 14999		Medium 100	R 5 m	R 5 m		
		Small 50	R 3 m	R 3 m		
		Very small 10	R 0.50 m	R 0.50 m		
		Micro 5	R 0.20 m	R 0.10 m		
Mining and Quarrying 21001 - 29999		Medium 200	R 39 m	R 23 m		
		Small 50	R 10 m	R 6 m		
		Very small 20	R 4 m	R 2 m		
		Micro 5	R 0.20 m	R 0.10 m		
Manufacturing 30001 - 39999		Medium 200	R 51 m	R 19 m		
		Small 50	R 13 m	R 5 m		
		Very small 20	R 5 m	R 2 m		
		Micro 5	R 0.20 m	R 0.10 m		
Electricity, Gas and Water 41001 - 42999		Medium 200	R 51 m	R 19 m		
		Small 50	R 13 m	R 5 m		
		Very small 20	R 5.10 m	R 1.90 m		
		Micro 5	R 0.20 m	R 0.10 m		
Construction 50001 - 50999		Medium 200	R 26 m	R 5 m		
		Small 50	R 6 m	R 1 m		
		Very small 20	R 3 m	R 0.50 m		
		Micro 5	R 0.20 m	R 0.10 m		
Wholesale Trade, Commercial Agents and Allied Services 58001 - 61999		Medium 200	R 64 m	R 10 m		
		Small 50	R 32 m	R 5 m		
		Very small 20	R 6 m	R 0.60 m		
		Micro 5	R 0.20 m	R 0.10 m		
Retail and Motor Trade and Repair Services 62101 - 63500		Medium 200	R 39 m	R 6 m		
		Small 50	R 19 m	R 3 m		
		Very small 20	R 4 m	R 0.60 m		
		Micro 5	R 0.20 m	R 0.10 m		
Catering, Accommodation and other Trade 64101 - 64299		Medium 200	R 13 m	R 3 m		
		Small 50	R 6 m	R 1 m		
		Very small 20	R 1.50 m	R 0.90 m		
		Micro 5	R 0.20 m	R 0.10 m		
Transport, Storage and Communications 71001 - 75999		Medium 200	R 26 m	R 6 m		
		Small 50	R 13 m	R 3 m		
		Very small 20	R 3 m	R 0.60 m		
		Micro 5	R 0.20 m	R 0.10 m		
Finance and Business Services 81001 - 88999		Medium 200	R 26 m	R 5 m		
		Small 50	R 13 m	R 3 m		
		Very small 20	R 3 m	R 0.50 m		
		Micro 5	R 0.20 m	R 0.10 m		
Community, Social and Personal Services 91001 - 99999		Medium 200	R 13 m	R 6 m		
		Small 50	R 6 m	R 3 m		
		Very small 20	R 1 m	R 0.60 m		
		Micro 5	R 0.20 m	R 0.10 m		

NATURE OF OPERATIONS, PRODUCTS OR SERVICES

Please list the products/services provided by your enterprise under the appropriate headings.
Indicate the PRIMARY and/or SECONDARY function applicable to your business by ticking the appropriate box ✓ and (i.e. nature of operations, products or services):

PRIMARY FUNCTION:		SECONDARY FUNCTION:	
PRODUCTS		PRODUCTS	
SERVICES		SERVICES	
LABOUR		LABOUR	
EQUIPMENT		EQUIPMENT	

DOCUMENTS REQUIRED

DOCUMENTS REQUIRED	SOLE PROPRIETOR	CC'S AND PRIVATE COMPANIES	PARTNER-SHIPS	PUBLIC COMPANY	BUSINESS TRUST	NON PROFIT ORGANIZATIONS (NPO)	WHERE TO GET DOCUMENTS
COMPANY REGISTRATION CERTIFIED COPIES	N/A	Certificate of incorporation CK1/CK2	Partnership agreement	Certificate of Incorporation CM3	Trust agreement	Certificate of Incorporation Section 21	Registrar of CC's & Companies
PROOF OF OWNERSHIP CERTIFIED COPIES	N/A	Shareholding CK1/CK2	Partnership agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter no shareholding	Registrar of CC'S & Companies
PROOF OF BANKING	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Branch of bank at which Account is.
TAX CLEARANCE CERTIFICATE	For the Owner or the business	For the company / cc	For each individual shareholder	For the company	For the trust	For the NPO	SARS
P.A.Y.E	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	SARS
VAT REGISTRATION	Yes	Yes	Yes	Yes	Yes	Yes	SARS
U.I.F Certificate	YES	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
Workman's Compensation	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
Security Officer's Board	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable – For security industry	Security Service Regulatory Authority
Proof of Disability	If owner is disabled	If Shareholder is disable	If Shareholder is disabled	If Is Shareholder is disable	If Shareholder is disable	If Shareholder is disabled	
Proof of Identity CERTIFIED	Owner	Directors / Members	Partners	Directors	Trustees	Directors	

FOR OFFICE USE ONLY:

BUSINESS NAME

DATE RECEIVED

DATE CAPTURED

ACCEPTED

DATABASE REGISTRATION NUMBER