



Nama Khoi Local Municipality

Posbus / P. O. Box 17
Privaatsak / Private Bag X22
SPRINGBOK, 8240
TEL: 027 718 8100
FAX: 027 712 1635
EMAIL: info@namakhoi.gov.za
WEB: <https://www.namakhoi.gov.za/>

VISION: Building tomorrow, today.

MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.

- Alle korrespondensie moet gerig word aan die:
KANTOOR VAN DIE **MUNISIPALE BESTUURDER**
- All correspondence to be addressed to the:
OFFICE OF THE **MUNICIPAL MANAGER**
- Yonke imbalelwano mayithunyelwe kwi:
I-OFISI **YOMPHATHI KAMASIPALA**



Tender Notice no: 102/2025
Tender No: BID/NC062/19/2025-2026

NAMA KHOI LOCAL MUNICIPALITY

PROCUREMENT OF

BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS

.....
NAME OF SERVICE PROVIDER

ADDRESS:
.....

TEL:

FAX:

Mrs RPS Sebela
Acting Municipal Manager
Private Bag X22
4 Namakwa Street
SPRINGBOK, 8240

TEL: 027 7188100

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

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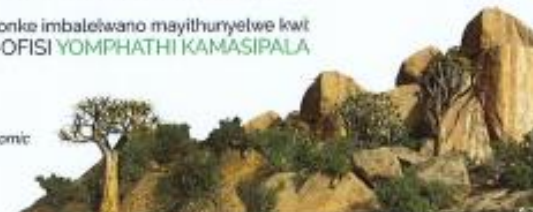
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OFFICE OF THE MUNICIPAL MANAGER

• Yonke imbalelwano mayithunyelwe kwit
I-OFSI YOMPHATHI KAMASIPALA



Verwysing/Reference

8.1.3

Navrae/Enquiries

MS C. RABIE

TENDER NOTICE: 102/2025
TENDER: BID/NC062/19/2025-2026

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

Proposals are hereby invited from commercial banks that are eager to deliver banking and electronic banking services to the Nama Khoi Local Municipality for a period of 5 years. This tender is limited to banking institutions which are registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

Tender document will be available online for download. A payment request should be sent to Christeline Klaase: Email: christeline.klaase@namakhoi.gov.za

Tenders submitted without proof of payment will not be considered. Tender fee: R 666.77 (Taxes included) non-refundable.

The tender, clearly marked: **TENDER BID/NC062/19/2025-2026: PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY** must be placed in the tender box at the Nama Khoi Local Municipal Offices, 4 Namakwa street, SPRINGBOK. Tenders must be received by no later than **06 January 2026 at 12:00**. A formal opening session will be held soon after the closing time of the tender.

THE FOLLOWING CONDITIONS WILL APPLY:

- ⬇ Price(s) must be valid for at least (120) days from the tender closing date.
- ⬇ Price(s) must be firm and must be inclusive of VAT.
- ⬇ This tender will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2017. The original MBD1, MBD 4, MBD 6.1, MBD 8 & MBD 9 forms must be completed and submitted together with your tender if it is in excess of R 2 000.
- ⬇ The maximum points for this BID are allocated as: **1. PRICE 80 POINTS 2. SPECIFIC GOAL 20 POINTS**
- ⬇ Points for Specific Goals score card will be allocated as follows: -
 - Women (Owner/Director) 5 points
 - Youth (Owner/Director) 5 points
 - Disabled (Owner/ Director) 5 points
 - Locality: Within the boundaries of the Northern Cape 5 points
- ⬇ A valid tax compliance pin number on an official document of SARS and a tax clearance certificate in order for the municipality to verify tax compliance, must submitted with the tender document.
- ⬇ Potential service providers must be registered on the Central Supplier Database.
- ⬇ Potential service providers who were found guilty of fraud or corruption or who willfully neglected reneged on or failed to comply with any government, municipal or other public sector contract during the past five years, will be excluded from this process.
- ⬇ Potential service providers (or any of the directors) whose municipal rates and taxes or municipal services charges are in arrears for three months, at the municipality or any other municipality or entity, might be excluded from this process. Please submit a municipal account (not older than 3 (three) months as proof of payment with your tender. If the bidder is not responsible for municipal rates, a Sworn Affidavit or a Lease Agreement must be submitted which indicate the reasons why a municipal account cannot be submitted.
- ⬇ The lowest or only tender will not necessarily be accepted.
- ⬇ No late, faxed or e-mailed tenders will be accepted.
- ⬇ Potential service providers will be subject to security screening.

NB: No tenders will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Mrs RPS SEBELA
MUNICIPAL MANAGER

31/10/2025

DATE

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

T1.2: TENDER DATA

Clause number		
	The conditions of tender are the Standard Conditions of Tender as contained in Annexure F of the SANS 294: 2004. The Standard Conditions of Tender for Procurements make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.	
F.1.1	The employer is Nama Khoi Local Municipality	
F.1.2	The tender documents issued by the employer comprise: TENDER PROCEDURES Part T1: Tender Procedures T1.1 Tender Notice and Invitation to Tender T1.2 Tender Data Part T2: Returnable Documents T2.1 List of Returnable Documents T2.2 Returnable Schedules CONTRACT Part C1: Agreement and Contract Data C1.1 Form of Offer and Acceptance C1.2 Contract Data Part C2: Pricing data C2.1 Pricing Instructions C2.2 Activity Schedule Part C3: Scope of Works C3.1 Description of works	
F 1.4	THE EMPLOYER'S AGENT IS: Name : Mrs RPS Sebela Address : Private Bag X22, Namakwa Street, Springbok, 8240 Tel No. : 027 7188100 Email : Refilwe Sebela <Refilwe.Sebela@namakhoy.gov.za> Fax : -	
F.2.12	No alternative offers will be considered	
F.2.13.5	The employer's address for delivery of tender offers and identification details to be shown on each tender offer package are: Location of tender box: Nama Khoi Local Municipal Offices Springbok Physical address: 4 Namakwa street , Springbok, 8240 Identification details: "TENDER NUMBER: BID/NC062/19/2025-2026 PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY	
F.2.13	A two-envelope procedure will not be followed.	
F.2.15	The closing time for submission of tender offers is 12:00 on 06 January 2026	
F.2.15	Late, telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.	
F.2.16	The tender offer validity period is 120 days.	
F.2.23	<i>The tenderer is required to submit with his tender:</i> 1) A valid tax compliance pin number on an official document of SARS 2) Municipal Bill 3) Ownership certificate issued by the Companies and Intellectual Property Commission 4) Banking Certificate	
F.3.4	The time and location for opening of the tender offers are TIME12:00 on 06 January 2026 LOCATION ... NAMA KHOI LOCAL MUNICIPALITY – Springbok	

F.3.11.	The following preference point systems are applicable to all bids: - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).	
F3.18	The number of paper copies of the signed contract to be provided by the employer is 1.	

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

T2: RETURNABLE DOCUMENTS

The following documents are to be completed and returned as they constitute the tender. Whilst many of the returnable documents are required for the purpose of evaluating the tender, some will form part of the subsequent contract, as they form the basis of the offer. For this reason, it is very important that service providers return all information requested.

T2.1 LIST OF RETURNABLE DOCUMENTS

1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES
(Included hereafter for completion)

MBD 1: Invitation to bid and standard and conditions of bidding
MBD 4: Declaration of Interest
MBD 5: Declaration for procurement above R 10 million (all taxes included)
MBD 6.1: Preference Points Claim Form - in terms of the Preferential Procurement Regulations 2022
MBD 8: Declaration of Bidders past Supply Chain Management Practices
MBD 9: Certificate of Independent Bid Determination
SCM 1: Declaration on the state municipal accounts at all the Municipalities of the bidder

Resolution by Director/Members/ other
Conflict of interest declaration – gifts and sponsorships

T2.2 LIST OF RETURNABLE SCHEDULES

2. RETURNABLE SCHEDULES FOR TENDER EVALUATION PURPOSES
(to be attached with submission)

Schedule 1A: Original Tax Clearance Certificate
Schedule 1B: Municipal Bill (copy)
Schedule 1C: CIPC certificate / Certificate Of Incorporation
Schedule 1D: Proof of banking certificate
Schedule 1E: CSD Registration Report
Schedule 1F: Proof of Payment

**NAMA KHOI LOCAL MUNICIPALITY
NOTICE NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

MBD 1: INVITATION TO BID AND STANDARD AND CONDITIONS OF BIDDING

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)

BID NUMBER:	BID/NC062/19/2025-2026	CLOSING DATE:	06 JANUARY 2026	CLOSING TIME:	12:00 Midday
DESCRIPTION	PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

NAMA KHOI MUNICIPALITY

4 NAMAKWA STREET

SPRINGBOK

8240

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:		OR CSD No:
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE
SIGNATURE OF BIDDER			DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		FINANCIAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	BTO – SCM	CONTACT PERSON	ROMANO FARMER
CONTACT PERSON	Candice Rabie	TELEPHONE NUMBER	027 718 8100
TELEPHONE NUMBER	027 718 8210	E-MAIL ADDRESS	romano.farmer@namakhoi.gov.za
E-MAIL ADDRESS	candice.rabie@namakhoi.gov.za		

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:										
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.										
2. TAX COMPLIANCE REQUIREMENTS										
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.										
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS										
<table style="width: 100%; border: none;"><tr><td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td><td style="width: 30%; text-align: right;">☐ YES ☐ NO</td></tr><tr><td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td><td style="text-align: right;">☐ YES ☐ NO</td></tr><tr><td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td><td style="text-align: right;">☐ YES ☐ NO</td></tr><tr><td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td><td style="text-align: right;">☐ YES ☐ NO</td></tr><tr><td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td><td style="text-align: right;">☐ YES ☐ NO</td></tr></table> IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO									
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO									
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO									
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO									
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO									

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

**NAMA KHOI LOCAL MUNICIPALITY
NOTICE NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorized 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:
- 3.2 Identity Number:
- 3.3 Company Registration Number:
- 3.4 Tax Reference Number:
- 3.5 VAT Registration Number:

The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in **paragraph 4** below.

3.6 Are you presently in the service of the state YES / NO

3.6.1 If so, furnish particulars.

.....
.....

3.7 Have you been in the service of the state for the past twelve months? YES / NO

3.7.1 If so, furnish particulars.

.....
.....

* 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.

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.8.1 If so, furnish particulars.

.....
.....

3.9 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

3.9.1 If so, furnish particulars
.....
.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.10.1 If so, furnish particulars.
.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.11.1 If so, furnish particulars.
.....
.....

3.12 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this entity have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.12.1 If so, furnish particulars.
.....
.....

4.1. Full details of all the directors / trustees / members / shareholders.

Full Name of sole proprietor, partner, director, Manager, principal shareholder or stakeholder or member	ID Number	Name of Organ of state	Income Tax Number (Compulsory)	State Employee Number	
				Current	Within 12 months

Add list if this list is not sufficient.

The bidder hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the Quotation being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract.

PRINT FULL NAME : _____

SIGNATURE : _____

DATE: _____

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

MBD 5: DECLARATION FOR PROCUREMENT / SERVICES ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)
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All procurement contracts expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire and attached the necessary documentation:

5.1. Are you by law required to prepare annual financial statement for auditing? *YES / NO

5.1. 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.

5.2. Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? *YES / NO

5.2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

5.2.2 If yes, provide particulars

5.3. Has any contract been awarded to you by an organ of state during the past 5 (five) years, including particulars of any material non-compliance or dispute concerning the execution of such contract? *YES / NO

5.3.1 If yes, furnish particulars

5.4. 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 is expected to be transferred out of the Republic. *YES / NO

The bidder hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract.

PRINT FULL NAME: _____

SIGNATURE: _____

DATE : _____

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL REGULATIONS 2011

1. GENERAL CONDITIONS

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

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

1.2

- a) 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;

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

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

Tenderer's bid price will also be evaluated for commercial risk where applicable

1.3 Points for this bid shall be awarded for:

- (a) Price;
- (b) Specific Goals to Promote Economic Development

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

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific goals must not exceed	100

POINTS AWARDED FOR SPECIFIC GOALS TO PROMOTE ECONOMIC DEVELOPMENT

In terms of the Preferential Procurement Policy of Nama Khoi Municipality, preference points must be awarded to a bidder for specific goals to promote economic development in accordance with the tables below:

Points for Specific Goals scorecard will be allocated as follows:

Specific Goal	Max Point allocated if proof is provided	Points if no proof provided
Women (Owner/ Director)	5	0
Youth (Owner/ Director)	5	0
Disabled (Owner/ Director)	5	0

Points for Locality will be allocated as follows:

(In order for points to be awarded for locality, the bidder must provide a municipal account or lease agreement in the name of the company and not in the name of a director)

Local area of supplier	Local area of supplier
Within the boundaries of the Northern Cape	5
Outside of the boundaries of the Northern Cape	0

- 1.5 Failure on the part of a bidder to submit proof for the above-mentioned specific goals and proof of address (municipal account) together with the bid, will be interpreted to mean that preference points 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. SUB-CONTRACTING

- 2.1 Will any portion of the contract be sub-contracted? (***Tick applicable box***)

YES		NO	
-----	--	----	--

- 2.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.
.....
%
- ii) The name of the sub-contractor.....
- iii) Whether the sub-contractor is an EME or QSE
(***Tick applicable box***)

YES		NO	
-----	--	----	--

- iv) Specify, by ticking the appropriate box, if subcontracting 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 √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

3. **DECLARATION WITH REGARD TO COMPANY/FIRM**

3.1 Name of company/firm:.....

3.2 VAT registration number:.....

3.3 Company registration number:.....

3.4 **TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited [TICK APPLICABLE BOX]

3.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

3.6 **COMPANY CLASSIFICATION**

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

3.7 **MUNICIPAL INFORMATION**

Municipality where business is situated: **Registered**

Account Number:

Stand Number:.....

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

3.9 I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

MBD 8: DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 7.1. This declaration is used by Nama Khoi 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.
- 7.2. The bid of any bidder may be rejected if that bidder, or any of its directors have:
- (a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - (b) been convicted for fraud or corruption during the past five years;
 - (c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - (d) been listed in the Register for Quotation Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 7.3. Where the bidder is a partnership/consortium/joint venture, each party to the partnership/ consortium/ joint venture must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.
- 7.4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
7.4.1	Is the bidder or any of its directors listed on the National Treasury's database of Restricted Suppliers as a company or person prohibited from doing business with the public sector? Persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied.	Yes ☐	No ☐
7.4.1.1	If so, furnish particulars:		
7.4.2	Is the bidder or any of its directors listed on the Register for Tender (Quotation) Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender (Quotation) Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
7.4.2.1	If so, furnish particulars:		
7.4.3	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 ☐
7.4.3.1	If so, furnish particulars:		

7.4.4	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 ☐
7.4.4.1	If so, furnish particulars:		
7.4.5	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 ☐
7.4.5.1	If so, furnish particulars:		

The bidder hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the Tender/Quotation being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract.

PRINT FULL NAME : _____

SIGNATURE : _____

DATE : _____

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION
--

I, _____ the undersigned, in submitting this bid,
Tender.: **BID/NC062/19/2025-2026** , in response to the invitation for the bid made by Nama Khoi Municipality do hereby
make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ (Name of Bidder) That:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

PRINT FULL NAME : _____

SIGNATURE : _____

DATE : _____

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

SCM 1: DECLARATION ON THE STATE MUNICIPAL ACCOUNTS AT ALL THE MUNICIPALITIES OF THE BIDDER

11.1. The completion of this form is **COMPULSORY**. and failure to complete this form might result that this tender will not be considered.

11.2. The bidder:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the Municipal Manager may reject the tender of the bidder if any municipal rates and taxes or municipal service charges owed by the Bidder or any of its directors/members/partners to Nama Khoi Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorizes the Nama Khoi Municipality to deduct the full amount outstanding by the bidder or any of its directors/members/partners from any payment due to the bidder; and
- c) confirms the following information for the purpose of giving effect to b) above;
- d) hereby certifies that the information set out in this schedule and/or attached thereto 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 bidder is successful) the cancellation of the contract. The bidder must complete or provide us with an additional schedule of information (Refer to Schedule 1B) in the following format;

Physical Business addresses of the Bidder	Municipality	Municipal Account Numbers

Attached certified copies of municipal accounts not older than 3 months.

11.3. The bidder must complete or provide us with an additional schedule of information (Refer to Schedule 1B) of all its directors/ shareholders/ Managers/ Partners/Members etc

Name of Director/ Member	ID Number	Physical Address	Municipality	Municipal Account Number

Attached certified copies of municipal accounts all directors or members not older than 3 months.

I/We declare that the abovementioned information is true and correct and that the above mentioned documents refer to in 11.2 and 11.3 are attached to this form:

(insert name of enterprise)

PRINT FULL NAME: _____

SIGNATURE: _____

DATE: _____

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

RESOLUTION BY DIRECTOR/MEMBERS/ OTHER
--

RESOLUTION for completion by Directors (if the bidder is a (Pty) Ltd or Ltd) or Members (if the bidder is a CC or other)

NAME OF BIDDER: _____

Meeting held at _____ (place)

On _____ (date)

RESOLVED THAT:

16.1. The bidder submits a tender to Nama Khoi Municipality in respect of the above-mentioned bid;

16.2. Mr./Mrs./Ms. _____, ID No. _____

In his/her capacity as _____, is hereby, authorized to sign the tender and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any contract and or all documentation resulting from the award of the tender to the Bidder,

and who will sign as follows: _____ (SPECIMEN SIGNATURE)

No.	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note: The resolution must be signed by all the directors /members of the bidder. Should the space provided above not be sufficient for all directors/members to sign, please attach a separate sheet to this schedule in the same format.

NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

CONFLICT OF INTEREST DECLARATION – GIFTS AND SPONSORSHIPS

- 19.1. The bidder shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. (Mark the appropriate box with 'X'.)

YES	NO
-----	----

If yes, the bidder is required to set out the particulars in the table below:

- 19.2. The bidder shall declare whether it has directly or through a representative or intermediary promised, offered or granted:
- a) any inducement or reward in connection with the award of this contract; or
 - b) any reward, gift, favor or hospitality to any official or any other role player involved in them implementation of the supply chain management policy.
- (Mark the appropriate box with 'X'.)

YES	NO
-----	----

If yes, the bidder is required to set out the particulars in the table below:

- 19.3. Should the bidder be aware of any corrupt or fraudulent transactions relating to the procurement process of Nama Khoi Municipality, please contact or inform the Municipality.

The bidder hereby certifies that the information set out in this schedule and/or attached thereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or (in the event that the bidder is successful) cancellation of contract.

DULY AUTHORISED TO SIGN ON BEHALF OF:

(insert name of enterprise)

PRINT FULL NAME : _____

SIGNATURE : _____

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

**PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY
ESTUARY MANAGEMENT PLANS**

SCHEDULE 1A

TAX COMPLIANCE PIN NUMBER AND TAX CLEARANCE CERTIFICATE
--

A valid Tax Clearance Certificate or Unique pin provided by SARS must accompany the bid documents. If the South African Revenue Services (SARS) cannot provide a valid original Tax Clearance Certificate; the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order.

In the case of a Consortium/Joint Venture every member must submit a separate Tax Clearance Certificate or Unique Pin provided by SARS with the bid documents

If a bid is not supported by a valid original Tax Clearance Certificate, either as an attachment to the bid documents or on record in the case of suppliers registered on the Supplier Database of the Municipality, the Municipality reserves the right to obtain such document after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

PLEASE ATTACH HERE

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

SCHEDULE 1B

MUNICIPAL BILL

PLEASE ATTACH HERE ALL MUNICIPAL ACCOUNTS OF COMPANY AND ITS DIRECTORS

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

SCHEDULE 1C

CIPC CERTIFICATE / CERTIFICATE OF INCORPORATION
--

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

SCHEDULE 1D

PROOF OF BANKING CERTIFICATE
--

Bids are restricted to banks registered in terms of the Banks Act, 1990 (Act 94 of 1990)

**NAMA KHOI LOCAL MUNICIPALITY
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PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

SCHEDULE 1E

CSD REGISTRATION REPORT

Registration on Accredited Supplier Database

The Municipality will not award tenders to prospective suppliers who are not registered on the Central Supplier Database (CSD)

PLEASE ATTACH HERE

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

SCHEDULE 1F

PROOF OF PAYMENT

- o Tender fee: R 666.77 (Taxes included) in cash or electronic transfer per document. This amount is non-refundable.**
- o Tender document can be downloaded online on the eTender website**
- o Tenders submitted without proof of payment will not be considered.**

PLEASE ATTACH HERE

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

C1.1: FORM OF OFFER AND ACCEPTANCE

1.1 OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

.....

The Tenderer, identified in the Offer signature block below, has examine the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

.....

.....Rand (*in words*); R(*figures*).

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

For the Tenderer:

.....
Signature

.....
Name

.....
Capacity

Name and address of organization:

.....

.....

.....

Signature and name of witness:

Signature

.....
Name

Date:

1.2 ACCEPTANCE

By signing this part of Offer and Acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is subject of this Agreement.

The terms of the contract, are contained in

Part 1	Agreement and Contract Data, (<i>which includes this Agreement</i>)
Part 2	Pricing Data
Part 3	Scope of Work
Part 4	Site Information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorized representative(s) of both parties.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement come into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties,

For the Employer: *Signature*.....

Capacity: Municipal Manager or Acting Municipal Manager

Name and address of organization: **NAMA KHOI LOCAL MUNICIPALITY**
4 NAMAKWA STREET
SPRINGBOK
8240

Signature and name of witness: *Signature*

Name

Date

1.3 SCHEDULE OF DEVIATIONS

The extent of deviations from the tender documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of tender.

A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, be the subject of agreements reached during the process of offer and acceptance, The outcome of such agreement shall be recorded here.

Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents, and which it is agreed by the parties becomes an obligation of the contract, shall also be recorded here.

Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the contract.

1. Subject
Details
2. Subject
Details
3. Subject
Details
4. Subject
Details
5. Subject
Details
6. Subject
Details

By the duly authorized representatives signing this schedule of deviations, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tenderer schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

For the tenderer:

Signature(s).....

Name(s)

Capacity

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

Name and signature
of witness.....

Date

For the employer:

Signature(s).....

.....

Name(s)

.....

Capacity

.....

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

Name and signature
of witness.....

Date

**NAM KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

C1.2 CONTRACT DATA

CONTRACT DATA FOR: TENDER BID/NC062/19/2025-2026 : PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

PART 1: DATA PROVIDED BY THE EMPLOYER

CONDITIONS OF CONTRACT

The Conditions of Contract applicable for this Contract will be: General Conditions of Contract of South Africa
(A copy is not provided with this document but can be obtained from the Employer)

CONTRACT SPECIFIC DATA

The following contract specific data are applicable to this Contract:

Compulsory Data

Ref Clause	DESCRIPTION
Clause 1	The name of the Employer is NAMA KHOI LOCAL MUNICIPALITY
Clause 1	The address of the Employer is: Name: NAMA KHOI MUNICIPALITY Address: ... NAMAKWA STREET, SPRINGBOK, PRIVATE BAG X22 Tel: 027 7188100 E-mail: info@namakhoy.gov.za
Clause 1	The Project is: TENDER BID/NC062/19/2025-2026 - PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY
Clause 3.4 & 4.3.2	The authorized & designated representative of the employer is..... The Municipal Manager: Nama Khoi Local Municipality
Clause 3.6	The service provider may not release public or media statements or publish material relating to the services or project under any circumstances.
Clause 8.1	The Service Provider is to commence the performance of the services within 14 days of the date the contract becomes effective
Clause 9.1	Copyright of documents prepared for the project shall be vested with the employer.
Clause 12.1	Interim settlement of disputes to be by mediation / adjudication
Clause 12.2/12.3	Final settlement is by litigation/arbitration
Clause 12.2.1	In the event that the parties fail to agree on a mediator, the mediator is nominated by employer.

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

Ref Clause	DESCRIPTION
Clause (1)	The name of the Service Provider is
Clause (1)	The address of the Service Provider is: Name: Address: Tel: Fax: E-mail:
Clause 1	The period of performance is:
Clause 5.3	The authorized and designated representative of the service provider is: Name:.....

**NAMA KHOI LOCAL MUNICIPALITY
TENDER NUMBER : BID/NC062/19/2025-2026**

PROCUREMENT OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS TO THE NAMA KHOI LOCAL MUNICIPALITY

SCOPE OF WORK

Section 1

1. TENDER REQUEST

In terms of the Municipal Financial Management Act, Supply Chain Management Regulation 30, the Municipality is required to advertise every five years for competitive bids from commercial banks registered in terms of the Banks Act, No 94 of 1990, to provide commercial banking services to the Municipality.

Tenders will be evaluated using the procedures as set out in the Tender document

TENDER EVALUATION

The evaluation of the Functional Tender will be on the basis of its responsiveness to Section 2. The points system indicated below will be applied.

Bidders scoring less than 80 of 100 points for the Functional Tender will be deemed not responsive and will not be evaluated on the 80/20 preference points system. Evaluations will begin with the Functional Tender.

The Bid Evaluation Committee of the Municipality will determine whether the Functional and Pricing Tenders are complete, i.e. whether all the items as required have been costed. If the tender is not complete, the Tender may be rejected as not responsive.

1.3. FUNCTIONALITY

The following criteria and formula will be used to calculate points for the Functionality evaluation of the Tender:

	CRITERIA	MAXIMUM POINTS	SCORE
1	Compliance with the requirements as set out in paragraph 2.1.2.1	100	
	TOTAL	100	

2.1 BANK ACCOUNT

In terms of the Municipal Finance Management Act, No 56 of 2003, a municipality must have a Primary Bank Account. The following monies are paid into the Primary Bank Account.

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

1.5. FINANCIAL ACTIVITIES AND INFORMATION

1.5.1. All payments to creditors are effected most by electronic transfers and issuing cheques.

1.5.2. Salaries and wages are paid through a 24-hour electronic transfer service.

1.5.4. All Revenue due to the directly payments to the Municipality are made directly into the primary bank account.

1.5.5. On average per month:

- Approximately R25 000 000 cash deposits are made.
- Credit amount on the primary account is maintained around R 25 million. .

1.5.7. Certificate of registration as Bank in terms of the Banks Act, No 94 of 1990 is compulsory must be attached.

1.5.8. The bidder must submit a company profile, including, for example, copies of the company founding statements, as well as a detailed exposition of previous work done.

1.5.9. 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 be on-site at the municipality during the implementation phase. Regular meetings with the CFO must also be held.

1.5.10. The annual escalation in fees and dates must be given.

	Percentage	Date
Year 2		
Year 3		
Year 4		
Year 5		

SECTION 2. TERMS OF REFERENCE

2.1 OBJECTIVES

Tenders are invited for the appointment of a commercial bank for the Nama Khoi Local Municipality. Any local Institution registered as a Bank in terms of the Banks Act, No 94 of 1990, may submit a tender.

2.2 SCOPE OF WORK

Cash Management – Full details to be supplied			
Number	Activities	Maximum points awarded	Page reference in proposal
2.2.1	One current account will be opened at the bank with additional call deposit accounts. The current account will be the Primary Bank Account.	5	
2.2.2	The prospective service provider must have branch in Springbok, Northern Cape. Provide Proof written proof of physical business address.	5	
2.2.3	Proof of banking Certificate of registration in term of the bank Act No 94 of 1990.	4	
2.2.4	Demonstrate ability to handle a minimum of 500 employee salary payments per month	4	
2.2.5	All service fees on bank statements must be identified so that the Municipality can verify the charges for the different services. Provide an illustrative example	4	
2.2.6	Indicate cash deposit fees that will be charged for any deposits.	3	
2.2.7	Indicate Fleet and maintenance card services.	5	
2.2.8	Indicate interest rate payable and receivable on primary account and overdraft facility of R10 000 000 and average positive balance of R25 000 000.	4	
2.2.9	The Bank must be able to handle a large volume of transactions. Please indicate volumes.	3	
2.2.10	The Bank must be able to supply the Municipality with information pertaining to debits and credits on this account. The method of how information will be given, with the response time, must be provided.	4	
2.2.11	Deposit identifiers must be installed on accounts to prevent payments with incorrect references. Available controls to limit unallocated deposits must be explained.	4	
2.2.12	Electronic Banking Services to be provided must be stated. Controls in respect of electronic services must also be explained. A 1-day service for electronic transfer of payments/deposits must be available.	4	
2.2.13	Cash management facilities must be explained. Account information must be available electronically to the Municipality and the electronic downloading of bank statements must be possible. Please indicate how far back the Municipality would be able to download bank statements on the electronic banking service.	5	
2.2.14	Demonstrate the ability to perform electronic stop payments	4	
2.2.15	Confirm that electronic creditor's payments are available.	4	
2.2.16	Availability of Cash card / Petty cash Card	4	
2.2.17	The bidder's Information Technology must be compatible with that of the Municipality's payroll and financial system.	5	
2.2.18	Indicate that the historic information, including proof of payments of at least 12 months are, available on the system.	5	

2.2.19	The short-term overdraft facilities and lending rate must be provided.	3	
2.2.20	The Bank must indicate its commitment to provide loans. Particulars on call loans/bridging finance should be provided.	3	
2.2.21	The Branch of the Bank where the account is opened must assign banking officers/client managers who are available to handle all aspects of the Municipality's account, including correspondence, arrangements and queries.	5	
2.2.22	Indicate the Bank's commitment to assist the Municipality in identifying irregularities.	4	
2.2.23	Support services and training of staff must be provided by the successful bidder for the implementation of its services at the Municipality. Training must be on-site during the implementation phase and a minimum of two meetings per annum should be held with the CFO. Details of the training and implementation plan must be provided.	4	
2.2.24	Historic search functionalities for all transactions must be available.	5	
TOTAL			100

2.2.1 EVALUATION

2.1.3.1 All Tenders received will be pre - evaluated by a bid committee on a basis of functionality.

2.1.3.2 With regard to functionality the following criteria, with the weight of each between brackets, will be applicable:

- Compliance with the requirements as set out in paragraph 2.2 (100)

2.1.3.3 For purposes of comparison and in order to ensure a meaningful evaluation bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned in paragraph 2.2 above.

2.1.3.4 The completion of specific page reference is compulsory. The page reference must clearly demonstrate the ability to perform the activities.

2.1.3.5 A bidder that scores less than 80 points out of 100 in respect of Functionality will be regarded as submitting a non-responsive Tender and will be disqualified.

2.1.3.6 Bidders who passed functionality (80 points or more) will move on to price evaluation.

SECTION C2.2: Pricing Schedule

Pricing to be completed on the template provided and all additional costs that the Tenderer foresees will be incurred by the Municipality are to be included as an appendix to the tender document.

Bidders are requested to quote prices at effective date - 1 March 2026. The pricing shall be fixed for one year. Annual price increases are to be negotiated, but should be negotiated to be in-line with the CPI rate for July each year.

All prices are to include all applicable taxes.

Bidder's must tender a rate for all items required in the Total Pricing column. Failure to quote on all items in will result in your bid not being considered for evaluation.

All items marked "YES" in the column "Indication if Item is selected for Bid Evaluation purposes" on the pricing schedule, will be used for bid evaluation purposes.

Pricing Schedule						
		Bid Evaluation Purposes				
Description	Transaction information: Number of transactions and/or <u>Value(R)</u> of transactions	Indication if Item is selected for Bid Evaluation purposes	Unit measurement (all cost with inclusive vat)	Unit Price (All applicable taxes included)	Total price (All applicable taxes included)	
1. Fees for deposit sand deposit related transactions						
1.1	Cash Deposits Handling fee					
a)	<i>Bulk and Cash centre /other (each transaction is per R100)</i>	300 000 transaction of R100 each (value R30 million)	Yes	per transaction (each transaction is per R100)	R1	R
b)	<i>Branch (each transaction is per R100)</i>	R100 000		per transaction		
1.2	Electronic payments (ACB) received by means of third parties service provider into bank account:					
a)	<i>Easypay/ Unipay/ Ontech</i>	10 000		per transaction		
1.3	Electronic bank transfers received:					
a)	<i>Electronic bank transfers received (ACB)</i>	10 000 transactions / (value R35 million)		per transaction		
b)	<i>Foreign bank transfers received (ACB)</i>	10 transactions / (value R100 000)		per transaction		
1.4	Deposit identifier (DI) transaction fees:					
a)	<i>Initial registration fee (Once-off)</i>	1		per initiation		
b)	<i>Reference validation fee: Over the counter</i>	10		per transaction		
c)	<i>Reference validation fee: Electronic channels</i>	200 000	Yes	per transaction		R
1.5	Unpaid items: ACB's deposit payment	100		per transaction		
1.6	Drop Safes (Minimum of 3000 notes)	1		per box		
2. Fees for withdrawal sand related transactions						
2.1	Electronic bank transfers:					
a)	<i>Electronic bank transfers (Creditors/ Salaries)- real time/same day</i>	1 000 000	Yes	per transaction		R
b)	<i>Realtime Gross settlement - immediate release/Urgent payment (< R5 million)</i>	40 transactions / (value R800 000)		per transaction		
c)	<i>Electronic bank transfers - future dated</i>	1 000 000		per transaction		
d)	<i>Electronic bank transfers - Investing of municipal funds (> R5 million)</i>	36		per transaction		
2.2	Debit order:					
a)	<i>Debit order: Internal (with same bank)</i>	1	Yes	per transaction		R
b)	<i>Debit order: External (with other bank)</i>	1	Yes	per transaction		R
c)	<i>Debit order: Scheduled transfer</i>	1		per transaction		
d)	<i>Debit order: Scheduled payment</i>	1		per transaction		
2.3	Payment reversal/rejection:					
a)	<i>Unpaid debit order "refer to drawer"</i>	1		per transaction		
b)	<i>Unpaid debit order <u>other</u> than "refer to drawer"</i>	1		per transaction		
c)	<i>Stop payment of electronic advices</i>	1	Yes	per transaction		R
d)	<i>Manual recall/reversal payment or debit order</i>	1		per transaction		

continue:		Bid Evaluation Purposes				
Description		Transaction information: Number of transactions and/or Value(R) of transactions	Indication if Item is selected for Bid Evaluation purposes	Unit measurement	Unit Price (All applicable taxes included)	Total price (All applicable taxes included)
2.4	Restore historic payment batches – Online	10		per batch restore		
2.5	Third party account verification (for creditor payments)	200	Yes	per enquiry		R
3.	Bank statements					
3.1	Electronic (E-mail) bank statements (fixed monthly fee)	5	Yes	per account monthly		R
3.2	Electronic (Online) bank statements download	60		per statement		
3.3	Monthly fee for the Provision of bank statement in format compatible to the financial software of municipality for: push and/or upload (host - host)	1		per account		
4.	Speed point /Merchant services					
4.1	Once off installation fee	10	Yes	per machine		R
4.2	Transaction fee	35 000		per transaction		
4.3	Statement:					
a)	Statement /transaction listing - online portal download for speed point	10	Yes	per download		R
b)	Statement /transaction listing - via e-mail daily	260	Yes	per e-mail		R
4.4	Maintenance and support	10		per hour		
4.5	Commissions	35 000		per transaction		
5.	Overdraft and Interest					
5.1	Interest on primary (current) bank balances (favourable) (For evaluation purposes prime is set at 7%)	R30 million	Yes	per rate offered by bank (prime rate less bank margin rate)		R
5.2	Interest on secondary account (Call account) balances (favourable) (For evaluation purposes prime is set at 7%)	R10 million		per rate offered by bank (prime rate less bank margin rate)		
5.3	Overdraft facility:					
a)	Unutilized facility fee charges (fix rate annually)	1	Yes	per annual		R
b)	Unutilized facility fee charges charges (fix rate monthly)	1		per month		
c)	Overnight overdraft facility (indicate whether charges monthly/annually)					
6.	Other Banking services					
6.1	Monthly management fee (if applicable)	12		per month		
6.2	Minimum monthly service fee (primary or secondary accounts)	12	Yes	per month		R
6.3	Confirmation/Certificate of balances (Audit report)	5	Yes	per account		R
6.4	Helpdesk enquiries - Deposit Transaction tracing (within 30 days)	100	Yes	per request		R
6.5	Helpdesk enquiries - Deposit Transaction tracing (older 30 days)	50	Yes	per request		R
6.6	Confirmation of banking details (Online)	10	Yes	per request		R

continue:			Bid Evaluation Purposes			
Description		Transaction information: Number of transactions and/or Value(R) of transactions	Indication if Item is selected for Bid Evaluation purposes	Unit measurement	Unit Price (All applicable taxes included)	Total price (All applicable taxes included)
6.7	Guarantee:					
a)	Guarantee - Letter of intent	1		per request		
b)	Guarantee - Cash Secure fee minimum charge	1		per request		
c)	Ad valorem fee	1 transaction / (value R80 000 000)		per transaction		
6.8	Maintenance and support	10		per hour		
6.9	Protection against fraud	1		annual fee		
6.10	Garage Cards (if required)					
a)	Card issue fee	1		per card		
b)	Replacement of card fee	1		per card		
c)	Service fee	1		Monthly		
d)	Transaction fee	1		per transaction		
		TOTAL used for evaluation (All applicable taxes included) :				R

I,..... confirm that all compulsory documents for this tender is duly completed, signed and attached to this tender document.

Signature

Date