



provincial treasury

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North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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PROVINCIAL SUPPLY CHAIN MANAGEMENT

SCM Client Support and Strategic Procurement

Ref : NWP 004/23

INVITATION TO BID

DESCRIPTION:

**NWP 004/23: PROVISION OF COMMERCIAL BANKING SERVICES TO
THE NORTH WEST PROVINCIAL ADMINISTRATION FOR A PERIOD OF
THREE (03) YEARS.**

DATE ISSUED: 01 AUGUST 2023

CLOSING DATE: 24 AUGUST 2023 AT 11H00

TENDER BOX

PROVINCIAL SUPPLY CHAIN MANAGEMENT OFFICE

19 FIRST STREET, UNITED BUILDING,

INDUSTRIAL SITE

MAHIKENG

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1. INTRODUCTION

Bids are hereby invited for the provision of commercial banking services involving accounts for the Exchequer Account and the Paymaster General Accounts for a period of three (03) years.

2. BRIEFING SESSION

There shall be a **compulsory briefing session at 10H00**

Date : 11 August 2023

**Venue : PSCM Boardroom, 19 First Street, United Building, Industrial Site,
Mahikeng**

The purpose is to explain the requirements of the bid and completion of bid forms.

3. DURATION OF THE CONTRACT

The successful bidder will be appointed for a period not exceeding three (03) years. However, the Province retains the option of extending the contract for a period to be determined.

4. TIMELINE OF THE BID PROCESS

The validity period is 90 days after closing of the bid. The project timeframes of this bid are set out below:

Activity	Date due
Advertisement of the bid in the: - Government Tender Bulletin; and - National Treasury eTender Portal	-04 August 2023 -01 August 2023
Publishing of bid respondents on the Provincial Treasury's website	24 August 2023
Compulsory briefing session	11 August 2023

Bid closing date	24 August 2023
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***Dates subject to change.**

All times in this bid are based on South African Standard Time. Any time or date in this bid is subject to change at the Provincial Treasury's sole discretion. The establishment of time or date in this bid does not create an obligation on the part of the Provincial Treasury to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidders accept that, if the Department extends the deadline (the closing date) for bid submissions for any reason, the requirements of this bid otherwise apply equally to the extended deadline

5. CENTRAL SUPPLIER DATABASE [CSD]

- 5.1** Bidders must be registered as a service provider/s on the Central Supplier Database [CSD]. If you are not registered proceed to complete the registration of your company prior to submitting your bid. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid.
- 5.2** Bidders must ensure that their tax information on Central Supplier Database [CSD] is in good standing and submit a valid SARS tax compliance status pin.
- 5.3** Bidders should further note that the Central Supplier Database (CSD) will be utilized to confirm compliance to tax and other related matters. It is therefore the bidder's responsibility to ensure compliance in all respects.

6. INSTRUCTION TO BIDDERS

- 6.1** Bidders must submit at least 5 (five) copies of their offer;

Bids must be properly packaged, clearly marked as NWP 004/23 and deposited in the tender box on or before the closing date and time at North West Provincial Treasury, Provincial Supply Chain Management Offices situated at: -

**PROVINCIAL SUPPLY CHAIN MANAGEMENT OFFICE
19 FIRST STREET; UNITED BUILDING
INDUSTRIAL SITE
MAHIKENG**

2745

- 6.2 Bid documents will only be considered if received by the Department before the closing date and time.
- 6.3 Late bids will not be accepted.
- 6.4 PLEASE NOTE:
- It is the bidder's responsibility to ensure that all the required documents are attached.
 - A bid document checklist has been attached on page 8-9. Bidders are required to complete the checklist and to submit it with their bids. All the information listed on the bid document checklist should be included in the bid.
 - **No correspondence will be entered into regarding non submission/attachment of documents. Failure to submit all the required documents will render your bid non responsive.**
- 6.5 The North West Provincial Government reserves the right to award the bid in whole or in part and does not bind itself to accept the lowest or any bid.
- 6.6 Bid prices should be VAT inclusive.

7 PARTICIPATING DEPARTMENTS AND PUBLIC ENTITIES

- 7.1 This bid is arranged by the Provincial Treasury for the following Departments and Public Entities in the North West Province: -

NO	PROVINCIAL DEPARTMENTS
1.	Office of the Premier
2.	Provincial Treasury
3.	Department of Economic Development, Environment, Conservation and Tourism
4.	Department of Arts, Culture, Sports and Recreation
5.	Department of Public Works and Roads
6.	Department of Social Development
7.	Department of Health
8.	Department of Human Settlements

NO	PROVINCIAL DEPARTMENTS
9.	Department of Community Safety and Transport Management
10.	Department of Cooperative Governance and Traditional Affairs
11.	Department of Agriculture and Rural Development
12.	Department of Education

8 CONTACT DETAILS

For more detailed information regarding the bid procedure and specifications please contact the following:

Contact Person: Mr Simon Gaasenoe at 018 388 2579/80 or bgaasenoe@nwpg.gov.za and/ or Ms Thato Hlatshwayo at 018 388 3926 or thatoh@nwpg.gov.za

Technical Enquiries: Ms Ntombencinci Ntolosi at 018 388 4241 or nntolosi@nwpg.gov.za

Potential bidder(s) must reduce all telephonic enquiries to writing and send them to the above email addresses.

9 DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

- ❖ Bid Submission Checklist
- ❖ Invitation to Bid (SBD 1)
- ❖ Price Schedule (SBD 3.3)
- ❖ Declaration of Interest (SBD 4)

- ❖ Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022 (SBD 6.1)
- ❖ Terms of Reference / Specification (including Special Conditions of Contract)
- ❖ General Conditions of Contract
- ❖ Proof of the following documentation will be required:
 - CSD Registration Report / CSD Supplier Number
 - Valid Banking License issued by the South African Reserve Bank

Annexure A

- ❖ Assessment of Functionality

Annexure B

- ❖ Sample Motivation Sheet

10 BID DOCUMENT CHECKLIST

Bidders are required to complete the following checklist and to submit it with their bids:
Please note that all the information listed below should be included in the bid. They should be duly signed and completed where applicable.

		COMPLIANT? (TICK ✓ IN APPROPRIATE BOX	
NO	REQUIREMENT	YES	NO
1	SECTION 1		
1.1	Standard Bidding Documents:		
SBD 1	Invitation – Filled, signed, and attached		
SBD 3.3	Pricing Schedule (Professional Services) - Filled, signed and attached		
SBD 4	Declaration Of Interest - Filled, signed and attached		
SBD 6.1	Preference Points Claim Form In Terms Of The		

	Preferential Procurement Regulations 2022 - Filled, signed, initialled and attached		
2	SECTION 2		
2.1	Requirements Specifications/Terms of Reference –Initialed pages and attached		
	Annexure A - Assessment of Functionality - Filled, signed, initialed and attached		
	Annexure B - Sample Motivation Sheet - Filled, signed, initialed and attached		
3.	SECTION 3		
3.1	General Conditions of Contract (GCC) – Initialed pages attached		
4.	ATTACHMENTS		
4.1	CSD Registration Report / CSD Supplier Number - attached		
	Valid Banking License issued by the South African Reserve Bank - attached		

11 SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (PROVINCIAL TREASURY)					
BID NUMBER:	NWP 004/23	CLOSING DATE:	24 AUGUST 2023	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF COMMERCIAL BANKING SERVICES TO THE NORTH WEST PROVINCIAL ADMINISTRATION FOR A PERIOD OF THREE (3) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
PROVINCIAL SUPPLY CHAIN MANAGEMENT OFFICE					
19 FIRST STREET, UNITED BUILDING					
INDUSTRIAL SITE					
MAHIKENG, 2745					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Simon Gaasenoe		CONTACT PERSON	Ms Ntombi Ntolosi	
TELEPHONE NUMBER	(018) 388 2579/80		TELEPHONE NUMBER	(018) 388 4241	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	bgaasenoe@nwpg.gov.za		E-MAIL ADDRESS	nntolosi@nwpg.gov.za	
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					

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

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

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-APPOINTED SERVICE PROVIDERS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS
MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

12 SBD 3.3 (SCHEDULE A)

NO	ITEMS	VOLUME S	WEIGH T	PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX
1	Online Banking key Account Charges		10%	
	Monthly Account Service fee			
2	Handling fee		15%	
	Cash deposit fee per R 100			
3.	Electronic Banking	1 700 000 per year	50%	
	EFT -Immediate real time fee			
	EFT -2 days			
	EFT -3 days			
	EFT -5 days			
4	Interest (per R100 per year) rates		25%	
	Interest on Credit Balance - Linked to Prime rate			
	Interest on Debit Balance - Linked to Prime rate			

NB: FOR EVALUATION PURPOSES ONLY

SIGNATURE OF AUTHORISED

SIGNATORY:.....

POSITION / CAPACITY:.....

13 SBD 3.3 (SCHEDULE B)

PRICING SCHEDULE (NOT FOR EVALUATION PURPOSES)

	R(Min)	R (Max)
Online Banking: Key Account Charges		
Immediate Payments > R5 million		
Immediate Payments < R5 million		
Target balancing transfer		
Historical Statements per account		
Current monthly statements		
Deposit books		
Depositor details tracing		
Stop Payment fee		
Transaction referencing fee		
Unpaid / return fee		
Cash passport		
Provide for host to host payment facility, same day service and future dated service third parties, creditors and employees		
Payment and Collection Services		
Access charge per Bankserv user code		
Recalls prior to action date: Recall Single		
Manual payments and transfers		
Initiation of settlement limit changes per request		
Bank Confirmation		
Balance Certificate		
Any Other charges not listed above		

SIGNATURE OF AUTHORISED

SIGNATORY:.....

POSITION / CAPACITY:.....

BIDDER'S DISCLOSURE

PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting the
accompanying bid, do hereby make the following statements that I certify to be true
and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or

² 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.

- services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the 90/10 preference point system.

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by Black People	100% Black Ownership	10	
	*CSD Registration Report to be used as verification *The percentage ownership of black people as defined in the CSD Registration Report, to help determine the allocation of points.		
Enterprises located in the North West Province:	Rural /Village / Township	4	
	Local Municipality	2	
	District	1	
	Other	0	
	*Company Proof of Residence / Municipality rates bill to be used as verification		
Enterprise owned by Black Women	50% - 100% Women Ownership	2	
	1 – 49% Women Ownership	1	
	Other	0	
Enterprise owned by People with Disability	50% - 100% Disability Owned	2	
	1 – 49% Disability Owned	1	
	Other	0	
Enterprise owned by Black Youth	50% - 100% Black Youth Owned	2	
	1 – 49% Black Youth Owned	1	
	Other	0	
	*CSD Registration Report to be used as verification		

NB: *Proof to be attached

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

.....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

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

16 REQUIREMENTS SPECIFICATIONS

STATEMENT OF WORK

The North-West Provincial Government has established a Provincial Revenue Fund comprising of the Exchequer Account and decentralized departmental Pay Master General accounts and Non-Governmental Tribal and Trust Fund. In terms of the Public Finance Management Act, Act 1 of 1999 as amended and Traditional Koi-san Leadership Act 3 of 2019, all these bank accounts should be kept at an approved commercial bank. The North West Provincial Treasury intends, by way of tender, to procure the provision of commercial banking services for each of the decentralized Pay Master General Accounts, the Exchequer Account as well as Non-Governmental Tribal and Trust Fund managed by the Provincial Treasury.

The main deliverables will be as follows but will not be limited to:

- The provision of adequate banking services including the acceptance of deposits, the processing of EFT's, foreign exchange services etc.;
- The provision of compatible electronic systems that are able to interface with the Province's financial systems and sub-systems;
- The provision of professional, dedicated, reliable customer services; and
- The supply of the necessary banking stationery.

INFORMATION

The following information is given to assist the bidder to determine its ability to handle the volume and complexity of the work.

- A turnover of approximately R48 billion per annum flowing into the revenue related accounts and being expended from the Paymaster General related accounts;
- The average number of deposits (excluding electronic bank transfers) is estimated to be 100 per day;

- Approximately 1,700,000 electronic bank transfers (ACB payments) are processed per annum for salaries;
- Approximately 200,000 electronic bank transfers (ACB Payments) are processed per annum to suppliers;
- Approximately 30,000 electronic bank transfers are processed per annum by way of salaries and suppliers in Tribal and Trust System;

KEY REQUIREMENTS

3A. Technological Capabilities

3.1 Bidders will be tested on the following technological capabilities.

3.1.1 Provide compatible electronic systems that are able to

- Interface with the Province's Financial Systems and sub-systems for reconciliation purposes
- Pay Electronic bank transfers below R1 million.
- Pay Credit transfers R1 million and above (BAS & PERSAL);
- Realtime verification / validation the account number and name of the account holders; and
- Identify and correct erroneous transactions.
- Organogram and Qualifications (Organogram and Qualification of the team including level and designation)

3.1.2 Allow the provincial government to electronically:

- Transact/transfer between the province envisaged banking accounts.
- Maintain Petty Cash accounts where necessary.
- Maintain individual sub-accounts for each provincial department or traditional council when required; and
- Provide tracing information of deposits/electronic transfers.

3.1.3 Render consolidated cash management functions for the province.

3.1.4 Provide foreign exchange services (Include turnaround time).

3B. Banking Services

3.2 Bidder are further required to:

3.2.1 Indicate the extent to which Government Accounts will qualify for beneficial credit interest and must stipulate the guidelines which will be used to fix such credit interest rates (call linked etc.).

3.2.2 Quote against a proposed bench mark for overnight facilities and for overdraft facilities which may be required from time to time.

3.2.3 The bidder must demonstrate its risk management capabilities to safeguard government resources.

3.2.4 Supply hard copies of bank statement in a prescribed format including the online provision of daily bank statement information.

3.3 The bidder may provide any further information, which it deems relevant for purposes of rendering commercial banking services to the provincial government.

3.4 The bidder must specify the electronic equipment that will be required to facilitate the electronic interfaces and communication as envisaged in par 3.1 above.

3.5 Provide for batch processing both consolidated and itemized;

3.6 Provide for transaction limit and monitoring;

3.7 Provide account of transactions per sub-district per traditional council for reconciliation and audit trail purposes

Please see the evaluation section under functionality to respond to this requirement

4. Provincial Management Expertise and Support

Provide the profile of the team to be assigned the contract in Mafikeng

4.1 Organogram and Qualification of the team including level and designation.

4.2 In-branch deployed team must consist of a minimum of three individuals

4.3 In-branch deployed team members must have a minimum of 7 years in banking sector.

4.4 Indicate whether the deployed team members will be from North West or outside the Province.

Please see the evaluation section under functionality to respond to this requirement

5. Geographical Representation

5.1 Bidders must have a geographical representation in the North West Province as indicated below:

- Number of branches per district
- Number of Automated Teller Machines (ATM) per district

Please see the evaluation section under functionality to respond to this requirement

EVALUATION CRITERIA

The bids will be evaluated according to the following criteria in terms of the preferential procurement Policy Framework Act (PPPFA) as illustrated below:

6.1 Stage 1 – Administrative requirements

Administrative requirements example; properly completed and duly signed required documents.

6.2 Stage 2 - Functionality

Assessment of functionality with a minimum overall threshold of 60 % and individual functionality items must have a minimum threshold of 40%. Failing to attain these thresholds, the bidders will be deemed not to be responsive in terms of the Preferential Procurement Regulations.

Functionality Table

NO	CRITERION	WEIGHT	MAXIMUM SCORE
1.	Technological Capabilities (See Annexure A&B to respond)	45	
2.	Provincial Management Expertise and support (See Annexure A & B to respond)	20	

3.	Geographical Representation (See Annexure A&B to respond)	35	
	TOTAL	100	

6.3 Stage 3 - Price and Specific Goals

The following formula will be used to calculate the points for price:

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

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

POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by Black People	100% Black Ownership	10	
	*CSD Registration Report to be used as verification *The percentage ownership of black people as defined in the CSD Registration Report, to help determine the allocation of points.		
Enterprises located in the North West Province:	Rural /Village / Township	4	
	Local Municipality	2	
	District	1	
	Other	0	
	*Company Proof of Residence / Municipality rates bill to be used as verification		
Enterprise owned by Black Women	50% - 100% Women Ownership	2	
	1 – 49% Women Ownership	1	
	Other	0	
Enterprise owned by People with Disability	50% - 100% Disability Owned	2	
	1 – 49% Disability Owned	1	
	Other	0	
Enterprise owned by Black Youth	50% - 100% Black Youth Owned	2	
	1 – 49% Black Youth Owned	1	
	Other	0	
	*CSD Registration Report to be used as verification		

N.B: *Proof to be attached

17 SPECIAL CONDITIONS

Social Responsibility / Corporate Social Investment

- ❖ The bidder must commit that, if awarded the bid, the bidder will deliver on the Social Responsibilities / Corporate Social Investment in terms of the North West Provincial Government priorities as will be determined by the Provincial Government and agreed upon with the bidder
- ❖ The bidder must provide an implementation plan of the Social Responsibility / Corporate Social Investment within 3 months after the award. The plan will have to be agreed with the Provincial Government.
- ❖ The plan must include targets that are verifiable and measurable.
- ❖ The bidder must report on progress made regarding Social Responsibilities / Corporate Social Investment on a quarterly basis.
- ❖ Government reserves the right to conduct performance assessments or direct the contractor to provide independent performance assessments regarding Social Responsibility / Corporate Social Investment.
- ❖ The bid will be awarded subject to the parties signing a service level agreement (SLA) and SBD 7.2 (Contract Form).
- ❖ Government reserves the right to award the bid in whole (Exchequer Account and Paymaster General Accounts) or in part (either Exchequer Account or Pay Master General Accounts).

Provision for contract extension

The contract will be awarded for an initial period of three years with the Provincial Government retaining the option of extending the contract for a further **maximum period of (2) years.**

Contract Price Adjustment

The quoted contract prices will be adjusted annually on the anniversary of the award of the contract by the maximum of average Headline Consumer Price Index as published by Statistics South Africa for the past 12 months immediately preceding the anniversary of the award of the contract. This will also be applicable to the optional extension of two years.

Future Developments

Systems and procedures may develop and change during the term of the contract. Bidders must indicate their ability and willingness to participate in assisting with these developments.

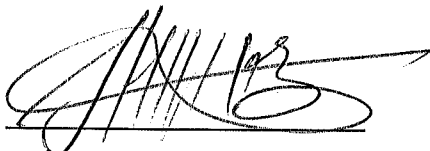
Reporting Requirements

The bidder must report to Provincial Treasury on quarterly basis in terms of the Service Level Agreement

18 COMPULSORY BRIEFING

A compulsory briefing session will be conducted on the date, time and venue to be specified on the letter of invitation.

APPROVED / ~~NOT APPROVED~~



THE CHAIRPERSON

TRANSVERSAL BID SPECIFICATION COMMITTEE

19/07/2023.
DATE

RATIFIED / ~~NOT RATIFIED~~


MR N. KUNENE
HEAD OF DEPARTMENT
DATE

ANNEXURE A1

ASSESSMENT OF FUNCTIONALITY-TECHNOLOGICAL CAPABILITIES

NAME OF BIDDER:.....

The bidder must provide a motivation on a separate sheet for each of the 4 headings (1 to 4) and sub heading as indicated on the table below. Each heading must be motivated as follows: A paragraph each having up to 12 lines, Font Arial 12 and 1.5 spacing (See the attached sample returnable motivation sheet)

Technological Capabilities			Weight 45
NO	CRITERION	MAXIMUM SCORE 100	MOTIVATION
1	<p>Provide compatible electronic systems that are able to perform the following functions</p> <ul style="list-style-type: none"> - Interface with the Provincial Government Financial Systems and sub-systems for reconciliation purposes. - Pay Electronic bank transfers below R1 million. - Pay Credit transfers R1 million and above (BAS & PERSAL). - Realtime verification /validation of the account number and name of the account holders; and identify and correct erroneous transactions. <p>Provide POE:</p> <p>1. Bidder must provide a verifiable reference letter from a Provincial Treasury in the Republic of South Africa (RSA).</p> <p>Scoring:</p> <p>Reference Letter (15 Points)</p> <p>Motivation sheet (20 points)</p> <p>5 points per function</p>	35	Please complete the accompanying sample motivation sheet

Technological Capabilities		Weight 45	
	0 point for non-conclusive motivation		
2	<p>Allow the provincial government to electronically perform the following function</p> <ul style="list-style-type: none"> • Transact/transfer between the Provincial Government envisaged banking accounts; • Maintain Petty Cash accounts where necessary; • Maintain individual sub-accounts for each provincial department or traditional council when required; and • Provide tracing information of deposits/electronic transfers. <p>Provide POE:</p> <p>1. Bidder must provide a verifiable reference letter from a Provincial Treasury.</p> <p>Scoring: Reference Letter (15 Points) Motivation sheet (20 points) 5 points per function 0 point for non-conclusive motivation</p>	35	Please complete the accompanying sample motivation sheet
3	<p>Render consolidated cash management functions for the Provincial Government;</p> <p>Scoring: Motivation sheet (20 points) 20 points per function 0 point for non-conclusive motivation</p>	20	Please complete the accompanying sample motivation sheet

Technological Capabilities			Weight 45
NO	CRITERION	MAXIMUM SCORE 100	MOTIVATION
4	<p>Provide foreign exchange services (Include turnaround time)</p> <p>Scoring: Motivation sheet (10 points)</p> <p>10 points per function 0 point for non-conclusive motivation</p>	10	Please complete the accompanying sample motivation sheet

ANNEXURE A2

ASSESSMEN OF FUNCTIONALITY – PROVINCIAL MANAGEMENT EXPERTISE AND SUPPORT

NAME OF BIDDER:.....

Bidder must provide motivation on a separate sheet for each heading as indicated below using this format. The motivation must be up to 02 pages, Arial 12 and 1.5 spacing.

Provincial Management Expertise And Support			Weight 20
NO	CRITERION	MAXIMUM SCORE 100	MOTIVATION
1	<p>The profile of the team to be assigned to the contract with Provincial Treasury should include the following:</p> <p>1.1 Deployed team must consist of a minimum of three individuals.</p> <p>1.2 Deployed team members must have a minimum of 7 years' experience in the bank sector.</p> <p>1.3 Indicate whether the deployed team members will be from North West or outside the Province.</p> <p>Scoring:</p> <p><u>1.1 Number of team members (30 points)</u></p> <p>- 3 and above team members = 30 Points</p> <p>- Less than three team members = 0 Points</p> <p><u>1.2 Team members Banking Experience (40 points)</u></p> <p>- 3 or More members with 7 or more years banking experience = 40 Points</p> <p>- 2 members with 7 or more years banking experience = 20 Points</p> <p>- Less than 2 members with 7 or more years banking experience = 0 Points</p> <p><u>1.3 Team Members Location Base (30 points)</u></p> <p>- Within North West Province = 30 Points</p> <p>- Outside North West Province = 0 Points</p> <p>(Attach confirmation letter from the bank)</p>		<p>Please complete the accompanying sample motivation sheet</p>

ANNEXURE A3

ASSESSMENT OF FUNCTIONALITY - GEOGRAPHICAL REPRESENTATION

NAME OF BIDDER:.....

Please note the following:

- Bidders must complete a returnable table similar to the one indicated below.
- An A4 size graphical representation of the bank's footprint in the North West Province by District must be provided in addition to the completed table.
- The Bidder must provide a motivation on a separate sheet for each district explaining and motivating contents of the table and graph. The motivation must have up to 2 pages, half a page for each district, font Arial 12 and 1.5 spacing (See attached sample returnable motivation sheet).
- Points will be allocated on the total number branches and ATMs.

GEOGRAPHICAL FOOT PRINT SCHEDULE OF BRANCHES AND ATM'S IN THE NORTH WEST PROVINCE

No	Criteria	Points Allocated
1.	Branches in North West Province	Maximum points 50
	26 plus	50 points
	11 to 25	25 points
	1 to 10	15 points
2.	ATM in North West Province	Maximum points 50
	301 Plus	50 points
	201 to 300	25 points
	1 to 200	15 points

LOCATION OF PROVINCIAL HEAD OFFICE		
GEOGRAPHICAL REPRESENTATION		WEIGHT 35
DISTRICTS	BRANCHES	ATM'S
Maximum Points 100	50	50
NGAKA MODIRI MOLEMA		
BOJANALA		
DR RUTH SEGOMOTSI MOMPATI		
DR KENNETH KAUNDA		
TOTAL		
OVERALL SCORE		
MAXIMUM SCORE		100

ANNEXURE B1

SAMPLE MOTIVATION SHEET

ASSESSMENT OF FUNCTIONALITY - TECHNOLOGICAL CAPABILITIES

Note: The bidder must submit a motivation sheet in the format as indicated below

(See also Functionality Table).

The bidder must provide a motivation on a separate sheet for each of the 4 headings and sub heading (1 to 4) as indicated on the table below. Each heading must be motivated as follows: A paragraph each having up to 12 lines, Font Arial 12 and 1.5 spacing (See the attached sample returnable motivation sheet)

NAME OF BIDDER:.....

1. Provide compatible electronic systems that are able to

1.1 Interface with the Provincial Government Financial Systems and sub-systems for reconciliation purposes.

1.2 Pay Electronic bank transfers below R1 million

1.3 Pay Credit transfers R1 million and above (BAS & PERSAL).

1.4 Real-time verification /validation of the account number and name of the account holders; and

1.5 Identify and correct erroneous transactions.

2. Allow the provincial government to electronically

2.1 Transact/transfer between the Provincial Government envisaged banking accounts;

2.2 Maintain Petty Cash accounts where necessary.

2.3 Maintain individual sub-accounts for each provincial department and traditional councils when required; and

2.4 Provide tracing information of deposits/electronic transfers.

3. Render consolidated cash management functions for the Province.

4. Provide foreign exchange services (Include turnaround time)

ANNEXURE B2

SAMPLE MOTIVATION SHEET

ASSESSMENT OF FUNCTIONALITY - PROVINCIAL MANAGEMENT EXPERTISE AND SUPPORT

Note: The bidder must submit a motivation sheet in the format as indicated below (See also Functionality Table)

Bidder must provide motivation on a separate sheet for each heading as indicated below using this format. The motivation must be up to 02 pages, Font Arial 12 and 1.5 spacing.

NAME OF BIDDER:.....

PROVINCIAL MANAGEMENT EXPERTISE AND SUPPORT

1. Provide the profile of the team to be assigned the contract in Mafikeng

1.1 Deployed team must consist of a minimum of three individuals

1.2. Deployed team members must have a minimum of 7 years in banking sector.

1.3. Indicate whether the deployed team members will be from North West or outside the Province.

ANNEXURE B3

SAMPLE MOTIVATION SHEET

ASSESSMENT OF FUNCTIONALITY - GEOGRAPHICAL REPRESENTATION

- An A4 size graphical representation of the bank's footprint in the Province by District must be provided in addition to the completed table.
- The Bidder must provide a motivation on a separate sheet for each district explaining and motivating contents of the table and graph. The motivation must have up to 2 pages, half a page for each district, font Arial 12 and 1.5 spacing (See attached sample returnable motivation sheet)

Note: The bidder must submit a motivation sheet in the format as indicated below (See also Functionality Table)

1. NGAKA MODIRI MOLEMA

2. BOJANALA

3. DR RUTH SEGOMOTSI MMOMPATI

4. DR KENNETH KAUNDA

ANNEXURE B3

SAMPLE MOTIVATION SHEET

ASSESSMENT OF FUNCTIONALITY - GEOGRAPHICAL REPRESENTATION

- An A4 size graphical representation of the bank's footprint in the Province by District must be provided in addition to the completed table.
- The Bidder must provide a motivation on a separate sheet for each district explaining and motivating contents of the table and graph. The motivation must have up to 2 pages, half a page for each district, font Arial 12 and spacing 1.5(See attached sample returnable motivation sheet)

NAME OF BIDDER:.....

GEOGRAPHICAL REPRESENTATION

An A4 size graphical representation of the bank's footprint in the Province by District must be provided in addition to the table completed above.