



**Amatola**  
Water · Amanzi

**BID DOCUMENT**

**BID NO. AW2024/25/17**

**BID DESCRIPTION**

**PROVISION OF BANKING SERVICES FOR THE PERIOD OF FIVE (5) YEARS.**

**CLOSING DATE**

**Monday, 10 March 2025 AT 11H00 AM**

**NO EMAILED SUBMISSION WILL BE ACCEPTED**

**BIDDER TO COMPLETE**

<b>COMPANY NAME</b>	
<b>CSD NUMBER</b>	

ISSUED AND PREPARED BY: AMATOLA WATER

PRIVATE BAG X3

VINCENT

5217

Tel: +27 43 707 3700

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**SECTION A**  
**TENDERING INVITATION, PROCEDURE,**  
**SPECIFICATION AND PRICING**

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF AMATOLA WATER-AMANZI**

BID NUMBER:	AW2024/25/17	CLOSING DATE:	10 MARCH 2025	CLOSING TIME:	11:00 am
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DESCRIPTION	<b>PROVISION OF BANKING SERVICES FOR THE PERIOD OF FIVE (5) YEARS.</b>
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**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**Reception area of Amatola House**

**6 Lancaster Road**

**Vincent**

**East London**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON	Namhla Ndlamla	CONTACT PERSON	Ms. T Payi
TELEPHONE NUMBER	043 707 3700	TELEPHONE NUMBER	043 709 3700
FACSIMILE NUMBER	n/a	FACSIMILE NUMBER	n/a
E-MAIL ADDRESS	<a href="mailto:nndlamla@amatolawater.co.za">nndlamla@amatolawater.co.za</a>	E-MAIL ADDRESS	<a href="mailto:tpayi@amatolawater.co.za">tpayi@amatolawater.co.za</a>

**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 OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN 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."

**3. TOTAL BID PRICE:**

ITEM	REQUIRED GOODS & SERVICES	TOTAL RATES INCL VAT (Amount in figures) R	TOTAL RATES INCL. VAT (Amount in words) R
	<b>PROVISION OF BANKING SERVICES FOR THE PERIOD OF FIVE (5) YEARS.</b>	<b>(Carried from SBD3.1)</b>	<p>.....</p> <p>.....</p> <p><b>(Carried from SBD3.1)</b></p>

**NB: FAILURE TO PROVIDE 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: .....

# TENDER NOTICE AND INVITATION TO TENDER

BID NO: AW2024/25/17

## PROVISION OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS.

Amatola Water Board is a state-owned, South African water utility established in November 1997 and is mandated to render water services to water sector institutions, to local government and other customers in the Eastern Cape.

### INVITATION AND SCOPE OF WORK

Suitably experienced and qualified service providers are invited to respond to this bid invitation for the

Bid Number	Bid Name	Scope of Work	Bid Closing Date and Time
AW2024/25/17	PROVISION OF BANKING SERVICES FOR A PERIOD OF FIVE (5) YEARS.	Provision of Banking Services as detailed in the document	10 March 2025 at 11:00 am

### BID PUBLICATION

An open competitive bidding process is to be followed. A bid invitation will be published in the National newspaper/platforms', regional newspaper, Amatola Water website and National Treasury Website(e-tender).

Tender documents shall be downloaded for free from the Amatola Website ([www.amatolawater.co.za](http://www.amatolawater.co.za)) on **Monday 17<sup>th</sup> February 2025 at 09:00am.**

### COMPULSORY BID CLARIFICATION MEETING

A compulsory clarification meeting with representatives of the employer will be held online/virtual (**Microsoft Teams**) on Monday, **24 February 2025 at 12:00pm**. Interested bidders should RSVP to [nndlaml@amatolawater.co.za](mailto:nndlaml@amatolawater.co.za) and [tpayi@amatolawater.co.za](mailto:tpayi@amatolawater.co.za) by **09:00am on Monday, 24 February 2025** to confirm attendance of the clarification meeting. Link for the clarification meeting will be only sent to prospective bidders that confirmed attendance.

### EVALUATION CRITERIA

This bid will be evaluated in five (5) stages:

**Stage One:** Mandatory Requirements

**Stage Two:** Compliance Requirements

**Stage Three:** Capability Requirements

**Stage Four:** Price and Preference

**Stage Five:** Risk Analysis

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

Maximum points on price	-	<b>80 points</b>
Maximum points on Specific Goals	-	<b>20 points</b>
<b>TOTAL</b>	-	<b>100 points</b>

**BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- The Preferential Procurement Policy Framework Act 2000 (PPPFA) principles shall apply, whereby submissions will be evaluated according to the provisions of the Act.
- Amatola Water does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or portion of a tender.
- Tenderers which are late, with incomplete, unsigned bids or submitted electronically will not be accepted.
- All tenders are to remain valid for a period of 90 days from the closing date of the submission.
- The bidder must initial or sign next to any alterations or corrections made.

**BID SUBMISSION**

The original completed bid documents and all supporting documents (in a separate file) must be submitted in a sealed envelope or parcel endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of **Amatola House, 6 Lancaster Rd, Vincent, East London**, prior to the time and date indicated in the bid notice and the Tender Data. The bid submissions will be opened in public shortly after the closing time.

**BID ENQUIRIES**

No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Ms. Namhla Ndlamla - E-mail: [ndlamla@amatolawater.co.za](mailto:ndlamla@amatolawater.co.za) and for technical enquiries to Ms. Tandie Payi – Email: [tpayi@amatolawater.co.za](mailto:tpayi@amatolawater.co.za).

**Ms L. Nzoyi**

**Acting Chief Executive**

*Amatola Water supports transformation through Preferential Procurement and tenders will be awarded in accordance with Amatola Water's Supply Chain Management Policy.*

## **SPECIAL TENDER CONDITIONS**

### **1. DEFINITIONS**

The word "Bidder/Tenderer" in these conditions shall mean and include any firm of Contractors, Suppliers, Service Providers or any company or body incorporated or unincorporated.

### **1. BID SUBMISSION**

The original completed bid documents must be submitted in a sealed envelope endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box, located in the reception area of **Amatola Water, 6 Lancaster Road, Vincent, East London**, not later than the time and date specified on the cover page and **SBD 1** of this bid document.

### **2. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE**

All Bids must remain valid for a period of 90 (ninety) days from the closing date as stipulated in the Bid document.

### **3. FORM A - AUTHORITY TO SIGN BID DOCUMENTS**

In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, the evidence must be submitted to Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the Board of Directors.

**Form A must be completed. Failure to complete Form A will invalidate your bid.**

### **4. LATE BIDS**

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

### **5. JOINT VENTURE REQUIREMENTS**

**DEFINITION:** - "**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.

Should a group of companies/firms and/or interested parties wish to enter into a joint venture / consortium agreement the following minimum requirements must be met: -

- a. A properly signed copy of the joint venture/consortium agreement must be attached.
- b. Each member of the joint venture/consortium's taxes must be in order.
- c. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide a combined joint venture/consortium Tax Clearance Certificate.
- d. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide the details of the joint venture / consortium banking details.
- e. A trust, consortium or joint venture will qualify for points of their Specific Goals as a legal entity, provided that the entity claims points from the SBD 6.1 points form and submit CSD's for both companies.



**THE JOINT VENTURE/CONSORTIUM AGREEMENT MUST CONTAIN THE FOLLOWING: -**

- a. Who the managing member will be.
- b. Who the signatory of authority will be.
- c. How the joint venture/consortium share of profit will be split.
- d. The bank account details where payments will be deposited into.
- e. The agreement must be signed by all parties.
- f. The agreement must be certified by a Commissioner of Oaths.
- g. The postal and physical address where all correspondence will be sent to

**6. OBLIGATIONS OF THE SERVICE PROVIDER:**

The successful Service provider shall:

- a) Abide by the Service Level Agreement concluded and act as a partner to Amatola Water.
- b) Provide all relevant information necessary to the achievement of the above.
- c) Respond within a reasonable time to decisions that need to be made, and support required and any other matters that may need resolving in order not to delay the operations of Amatola Water.

**7. CONDITIONS OF TENDER/POST AWARD NEGOTIATION**

- a) Submission of this proposal signifies the applicant's acceptance of the conditions as laid down in this document, unless clearly stated otherwise.
- b) Any expense incurred by the applicant in preparing and submitting this proposal will be for the applicant's account.
- c) Amatola Water reserves the right not to accept any proposal and cancel the bid as and when the need arises.
- d) No provision in a contract shall be deemed to prohibit the sourcing of services from other service providers should there be delays from the service provider in the contract.
- e) Amatola Water reserves the right not to award, to award in part or in full.
- f) The right is also reserved to withdraw or amend any of the bid conditions by notice in writing to all bidders prior to the closing date of the bid.
- g) The service provider must report to Amatola Water, should they encounter conditions beyond their reasonable control, which impacts on the timely delivery of the goods/services. The supplier should notify Amatola Water immediately having become aware of these conditions.
- h) In the event that an incorrect award has been made, Amatola Water reserves the right to remedy the matter in any manner it may deem fit.
- i) Amatola Water reserves the right to negotiate offers or rates.

**8. PRICE ADJUSTMENT FOR A FIVE-YEAR CONTRACT**

The tender price/rates shall remain firm for the first year of the contract. The pricing structure will be subject to a once off annual adjustment for each remaining year of the contract and will come into effect on the contract anniversary date each year.

Price increase will be based on Consumer Price Index (CPI) and supported by documentary proof justifying the price increase application as published in the Statistics South Africa Reports. The price increases are to be negotiated with Amatola Water prior to implementation.

## **BID SPECIFICATION**

### **PROVISION OF BANKING SERVICES FOR THE PERIOD OF FIVE (5) YEARS.**

#### **1. PURPOSE**

The purpose of this document is to procure the services of a commercial bank registered in terms of the Bank Act (Act No. 94 of 1990) for a fixed term of five (5) years. The bidder's proposal should effectively and adequately, without ambiguity demonstrate how it is able to provide the banking services. The bank must offer robust and adaptable banking solutions to meet a wide range of financial needs, including managing current accounts, handling foreign currencies, and providing short-term investment options. Additionally, the bank should be well-versed in all processes related to performance and financial guarantees for major projects.

The bidder must provide solutions that will be detailed under the scope of work in the bid document/proposal. The proposal should encompass key areas of support and collaboration i.e. innovation, high quality service, value-add solutions and a proactive approach to service models.

Bid Number	Bid Name
AW2024/25/17	PROVISION OF BANKING SERVICES FOR THE PERIOD OF FIVE (5) YEARS.

#### **2. BACKGROUND AND INTRODUCTION**

- Amatola Water (AW) is a state-owned water utility established in November 1997 and is mandated to render water services to water sector institutions, local government, and other customers in the Eastern Cape.
- In accordance with **Section 7 (2)(b) of the Public Finance Act 1999 (Act No 56 of 2003)**, public entities are only permitted to open bank accounts with institutions registered as a bank in terms of the **Banks Act, 1990 (Act No. 94 of 1990)**.
- Section 7(2) of the Public Finance Management Act 1 of 1999 (PFMA) stipulates that:
- 'A public entity or a constitutional institution may open a bank account only:
  - with a bank registered in South Africa and approved in writing by the National Treasury;
  - as per 31.2 of the National Treasury Regulations, which further elaborate sections 7(2) and (3) of the PFMA, as follows:
    - “31.2.1 When a public entity listed in Schedule 3 of the Act intends to open a new bank account, the National Treasury must approve of the bank.
    - 31.2.2 When going to tender, and if the National Treasury has not proposed a bank, the public entity must take into account:
      - (a) That the bank is registered with the South African Registrar of Banks.
      - (b) That the bank is a member or sponsored by a member of the Payments Association of South Africa.
      - (c) The bank is contracting with persons, or categories of persons historically disadvantaged by unfair discrimination based on race, gender or disability.
      - (d) The cost effectiveness; and
      - (e) The ability of the bank to provide the required services which through adequate systems, infrastructure and branch networks.”
- Therefore, institutions not registered in terms of the Bank Act above are precluded from submitting bids.

### 3. SCOPE OF WORKS

#### 3.1. Core Function

The banking services to be provided cover transactional banking services including, but not limited to:

- Provision of accounts and deposit facilities
- Electronic payment distribution and
- Revenue collection
- Transaction information services
- Access to a branch network for cash deposits.

Prospective bidders are required to provide a fully digitized banking solution that will integrate/interface with Amatola Water Board's financial applications, these include the following:

- On-boarding of all bank accounts
- Have a relationship manager
- Support team based within the Buffalo City Metropolitan Municipality region.
- Branches, service points and support staff within the Buffalo City Metropolitan Municipality region
- Provide overdraft facilities in accordance with the PFMA. The intention is to plan upfront for a possible overdraft facility in case of need

In addition to the above Amatola Water Board expects the successful bidder to provide assistance and services in respect of:

- Transitional Arrangements - Ensuring smooth transition from one service provider to the next.
- Computer Systems and Technical Equipment - Integration and compatibility with Amatola Water Board's existing infrastructure
- Security Procedure and Insurance - Implementing robust security measures and ensuring adequate insurance coverage
- Social Responsibility - Commitment to corporate social responsibility initiatives

#### 3.2. Provide an Online Banking Solution as follows:

- High Transaction Capacity - Current accounts must have the ability to handle very large transaction volumes in the salaries and current account to the estimated value of R150 million or more on a monthly basis.
- Deposit Identification - Processes to identify and deal with un-cleared/unidentified deposit transactions reflected in all Amatola Water's bank accounts.
- Accurate Payment References - Internet payments and over the counter deposits to reflect an accurate reference number.
- Masked Account Numbers - Account numbers must not be revealed to the Public (Masked accounts).
- Unauthorized Debit Order Prevention - Prevent any unauthorised debit orders from going through the Amatola Water's accounts.
- Transaction Reversals - The banking system must have the ability to provide reversals of any unauthorised, erroneous and fraudulent transactions.
- Supplier and Employee Bank Detail Verification - The bidder must provide confirmation manually and electronically (affirmative and/ or negative) of bank details of suppliers and/or employees upon request by authorised staff members from Amatola Water. This service must provide the necessary validation of beneficiary banking details prior to input into the Amatola Water's beneficiary address book. The bidder must be able to perform the account verification with all other banks within four (4) hours or less.
- Secure Account Confirmation Requests - The account confirmation requests must be transmitted to the Amatola Water electronically. (i.e. in a secured format).
- Real-Time Transactions - The electronic banking system must provide real-time transactions that allow for efficient cash management, payments and receipts. The banking system must have the

capability to perform transfers between Amatola Water's own bank accounts with built-in security controls to prevent unauthorised movement of funds.

- Next-Day Bank Statements - Provide electronic bank statement the following day after deposits are made.
- User Access Control - The banking system must be able to have adequate controls to prevent a user from being duplicated when created.
- Multi-Layered Security - Multi-layered security enabling individual access to transfers and/or enquiries with audit trail capabilities
- Automated User Deactivation - The banking system de-activation functionality to be automated if user has not logged in for more than 30 days.
- System Reliability & Performance - The banking system must operate effectively and timeously at all times, meeting Amatola Water's operational requirements which include:
  - High system reliability
  - Fast recoverability capabilities
  - Response time measured in a few seconds
  - High levels of security
  - 99.9% uptime assurance
  - Strong network infrastructure
  - Backup capacity, risk mitigations strategies
  - User-friendly interface
- Automatic Logoff - The system must be able to log off automatically if idle for more than a specified time to be agreed on in the Service Level Agreement, to prevent access by unauthorised third parties if left unattended.
- Ad-Hoc Electronic Transfers – The system must support adhoc electronic transferred for 3rd party payments and internal transactions.
- Bank Statement Delivery - The banking system must:
  - Provide electronic bank statements via e-mail to designated Amatola Water's officials on all accounts, Load statements on a centralised file path for ERP system reconciliation.
  - Allow Amatola Water users to download and access bank statements of all bank accounts at any given point from the banking platform.
- Audit and Exception Reporting - The banking system must be able to generate:
  - audit trails for all user activities.
  - investigation reports for detailed analysis.
  - exception reports based on predetermined thresholds.
- Secure Authentication & Password Management - The banking system must:
  - Enforce unique passwords for a predetermined period.
  - Support complex passwords such as, alpha-numeric and case sensitive.
  - Implement multi-factor authentication.
- Self-Administration Capabilities - The banking system must enable administrators to:
  - Create, update and deactivate transactional operators.
  - Assign and restricting access permissions.
  - Set financial limits.
- Comprehensive Reporting - The banking system must generate the following reports but not limited to:
  - User Activity Reports- All actions performed by any user must be recorded in the Audit Log and be accessible by authorised users. All actions performed by any user includes creating, deleting and updating or viewing of any data. Active users not logging in, user activity after cut-off time as well as password re-issue history per user.
  - Transactional Reports - The system must be able to generate detailed and summarized transactional reports not limited to:
    - Payments detailed report
    - Receipts detailed report
- Service Processing Timeframes - The bidder must specify timeframes for offering services or for processing new entrants on the banking application.

- System Integration – The system must be capable of interfacing with Amatola Waters payroll and line of business applications currently used and applications which may be implemented in the future.

### 3.3. Implementation of the Host-to-Host Banking Solution.

- The ability to import payment batch files from Amatola Water's Financial System to online or Host-to-Host banking to avoid manual capturing of payments to the bank. (i.e. provide a secured compatible pre-defined file format).
- Administer the integration function of the Banking Solution to the Amatola Water's financial systems.

### 3.4. Petty Cash management solution

The successful bidder must provide a comprehensive and secure petty cash management solution that meets Amatola Water's operational requirements. This solution should include:

- **Real-Time Tracking and Visibility:** A platform enabling real-time monitoring of petty cash transactions across different sections, providing finance managers and authorized personnel with full visibility and ensuring transparency and accountability.
- **Pre-Approval and Workflow Automation:** The system must automate the approval process for petty cash withdrawals, ensuring that disbursements are pre-approved by designated managers, maintaining control over expenses and compliance with internal policies.
- **Expense Categorization and Reconciliation:** The solution must allow for categorization of expenses and automatic reconciliation of petty cash transactions with supporting documentation, generating detailed reports to streamline the reconciliation process.
- **Cash Top-Up Management:** Automated reloading features must be available, triggering top-ups when petty cash balances fall below a predefined threshold, with notifications sent to the finance team for approval before processing.
- **Multi-User Access with Role-Based Permissions:** The bank must implement role-based access controls, ensuring different levels of access for users (e.g., requestors, approvers, auditors) and preventing unauthorized actions.
- **Integration with Financial Systems:** The petty cash management system must integrate seamlessly with the Amatola Water's financial systems, ensuring automatic recording of all petty cash transactions in the general ledger and related reports.
- **Audit Trail and Reporting:** A full audit trail must be provided for all petty cash activities, along with comprehensive reporting capabilities for internal audits and financial reviews to maintain compliance with governance standards.
- **Security and Compliance:** The bank must ensure that petty cash transactions are processed in a secure environment, utilizing encryption, multi-factor authentication, and fraud detection mechanisms. The system must comply with both local and international financial regulations.

This solution will ensure efficient and secure petty cash management, enhancing control, visibility, and compliance within Amatola Water.

### 3.5. Provide Foreign Exchange Services.

- Ability to make payments to a foreign supplier.
- Comprehensive currency hedging services to manage Amatola Water foreign exchange risk.
- Ability to receive payments from foreign depositors.

### 3.6. Investment Portfolio

- A bidder is required to submit a comprehensive overview of the services they can provide related to the administration of the Investment Portfolio, management of charges, handling of commissions, and facilitation of fund switching.
- The bidder must provide a call/investment account that caters to both short- and medium-term deposit needs, with flexible terms ranging from 32 days to 12 months. The account should offer:

- Competitive interest rates based on the duration of the deposit.
- The ability to withdraw funds on short notice without penalty for short-term liquidity needs.
- Transparent investment options that align with Amatola Water's cash flow and investment strategies.
- Detailed monthly reporting on account performance including interest accrual and maturity options for reinvestment.
- This solution must meet the Amatola Water's requirement for liquidity and yield management.

### 3.7. Settlement Agent

- The Bidder must indicate whether it is an official settlement agent of the Bond Exchange of South Africa.
- Other Services (If there is a cost involved for this service please include it in the Pricing Schedule. If the cost relating to this offering is for Amatola Water or the Employee, then this must be clearly stated on the pricing schedule)

### 3.8. Provide an automated solution for archiving and backups of the banking services.

- The bidder must have the capacity to keep Amatola Water's records (including but not limited to Administrators and User activities log files) for a period of at least five (5) years after the end of the contract.
- The bidder must be able to archive the bank statements for the duration of the contract.
- Archiving must comply with financial and data protection regulation act.
- The bidder must have IT Systems backup facilities.
  - **RTO (Recovery Time Objective):** How quickly the bank should restore data after a failure. **RTO ≤ 2 hours** (data must be restored within 2 hours of failure).
  - **RPO (Recovery Point Objective):** The maximum period of data loss Amatola Water can tolerate. **RPO ≤ 15 minutes** (no more than 15 minutes of data loss is acceptable).

### 3.9. Computer Systems and Technical Equipment

- Please provide a technical specification that will enable interface with the computer systems of Amatola Water. Any additional hardware that would be required to ensure that Amatola Water's IT system functions effectively with Bidder's system.
- The Communication Software that will be made available to allow the systems to link and talk to each other. Information on the connection protocol or service provider that the Bidder must subscribe to.
- Security assurance and confidentiality in connectivity between Amatola Water and the Bidder.
- All IT related roles and responsibilities must be clearly outlined.

### 3.10. Security Procedure and Insurance

- Please provide information as to what security procedures are being followed to prevent fraudulent practices in terms of commerce, cheques, cash, etc.
- Please provide information as to what insurance arrangements are in place or should be put in place as part of the Proposal to protect Amatola Water against any loss, and the cost thereof.
- Outline a plan to provide Amatola Water's senior management and its employees with ongoing advice and training on fraud prevention and methods of detecting fraud.
- Advice and facilities to detect money-laundering activities.

### **3.11. Training**

- Training, support, maintenance and enhancements of the Banking Services solutions to be provided for the initial implementation as and when required.
- Identify training requirements and time frames for the implementation of solutions. Dedicated implementation team to facilitate a smooth transition of banking services.
- On-going electronic banking and systems training to support AW officials.

### **3.12. Non-financial and Additional Services**

- General Advice
- Personal financial management training for Amatola Water staff
- Risk Management

### **3.13. Other products for Amatola Water Employees**

- Please provide in detail any tailor-made products and services to Employees of Amatola Water amongst other the following:
- Vehicle Schemes;
- Retirement Funds and Other Insurance Scheme;
- Housing / Bond Facility;
- Financial Advisory Services
- And any other services that can be accessible to staff which have not been mentioned above

## **4. SPECIFIC REQUIREMENTS**

- Short listed bidders will be required to make a presentation prior to an award being made.

## **5. IMPLEMENTATION SCHEDULE**

- The service provider will be responsible for the compilation of the "Project Programme", detailing activities and time frames for provision of the scope of work. The Project Programme should be provided and presented to AMATOLA WATER within the agreed timeframe after the appointment.

## 6. EVALUATION PROCESS

Bidders must submit all required documents indicated hereunder with the bid documents at the closing date and time of the bid. During the evaluation, the bidder's responses will be evaluated based on the documents submitted under mandatory requirements. Any bid that does not meet these requirements will be disqualified and will be considered as non-responsive. The received bid proposals will be evaluated in five stages to arrive at the final stage of the bid award, and the stages will be as follows:

### STAGE 1 – MANDATORY REQUIREMENTS

In this stage, all bids received will be verified for compliance and completeness of the submitted proposal per the below set of requirements. Bidders who fail to comply with the requirements below will be eliminated and bidders who comply with the below progresses to the next stage.

The following declaration forms must be completed and signed in full:

- SBD 1: Invitation to Bid.
- SBD 3.2: Pricing Schedule: Total Price offer/rate must be transferred to SBD 1.
- SBD 4: Bidder's disclosure:  
**NB:** Bidder must ensure that 2.3 of SBD 4 is duly completed in all aspects including all 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.
- FORM A: AUTHORITY TO SIGN: In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, the evidence must be submitted to Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the Board of Directors.
- FORM B: The schedule of previous banking services contracts satisfactorily completed at least for a period of three years.

All forms and declarations must be signed and completed and returned with the Bid Document as a whole. Failure to sign and/or complete the forms and declarations will result in the bid being disqualified.

**NB: The bidder must initial or sign next to any alterations or corrections made.**



## STAGE 2 – COMPLIANCE REQUIREMENTS

The bidder must confirm compliance to the below requirements by indicating Yes/No and provide evidence of compliance. Failure to submit the below Mandatory Information required will lead to disqualification of the bid.

DESCRIPTION	CONFIRM COMPLIANCE YES/NO	REFERENCE PAGE NUMBER IN PROPOSAL
1. Proof of registration in terms of the Bank Act (Act No. 94 of 1990) – <b>(Banking License from the Prudential Authority and certificate of registration with the South African Reserve Bank)</b>		
2. Proof of membership or sponsorship by a member of the Payments Association of South Africa.		
3. Confirmation letter of business insurance cover (public liability insurance).		
4. Proof of registration in terms of Financial Advisory Intermediary Services Act (Act No 37 of 2002). <b>(FSP Certificate from the Financial Sector Conduct Authority)</b>		

NB: The bidder must initial or sign next to any alterations or corrections made.

## STAGE 3 – CAPABILITY REQUIREMENTS

Only bidders who meet the following requirements will be considered and bidders who fail to comply will be considered non-responsive.

No.	Evaluation Criteria	Details	Compliant or non-compliant	Documentary Proof is to be attached during the bid submission
1	<b>Previous experience in provision of banking services</b>	The company must provide full details of successfully completed projects for banking services from contactable previous clients which are Government Institutions (National, Provincial, Local Government and Public Entities/State Owned Entities		Completed, signed, and stamped <b>B1, B2 and B3</b> . <b>NB: Reference letters will not be accepted.</b>  Company profile reflecting relevant experience.

No.	Evaluation Criteria	Details	Compliant or non-compliant	Documentary Proof is to be attached during the bid submission
		and Private Entities) within the last 10 years.		
2	<b>Key Personnel</b>	Relationship Manager: 1. Finance/ banking qualification with a minimum of 10 years' experience in a banking services managerial role.		Detailed CV and certified copy of qualifications not older than 6 months.
3	<b>Financial Viability</b>	A rating letter of not less than code B		Credit rating report prepared by an independent credit rating agency within the last 12 months.
4	<b>Business Continuity Plan</b>	The bidder must provide a Business Continuity Plan which will be evaluated based on the guidelines below: <ul style="list-style-type: none"> <li>• Risk and impact analysis</li> <li>• Recovery timelines</li> <li>• Availability of a contactable project and support team</li> <li>• Communication plan</li> <li>• Training and testing plan</li> </ul>		Business Continuity Plan <ul style="list-style-type: none"> <li>• Risk register</li> <li>• Disaster Recovery Plan with clear Recovery Time Objective and Recovery Point Objective (<b>RTO ≤ 2 hours and RPO ≤ 15 minutes</b>)</li> <li>• List of key personnel with the escalation matrix.</li> <li>• Incident response plan.</li> <li>• Training plan &amp; testing schedule.</li> </ul>

No.	Evaluation Criteria	Details	Compliant or non-compliant	Documentary Proof is to be attached during the bid submission
5	<b>Project Implementation Plan</b>	<p>The bidder must provide a Project Implementation Plan outlining tasks, resources, and time frames that will be necessary to ensure a smooth transition from one institution to another</p> <p>The Project Implementation Plan must include all the guidelines listed below:</p> <ul style="list-style-type: none"> <li>•Activities of the implementation</li> <li>•Duration of implementation</li> <li>•System support and maintenance</li> </ul>		Methodology Report/plan

#### STAGE 4 – PRICE AND PREFERENCE 80/20

In terms of the Preferential Procurement Policy Framework Act (PPPFA), the 80/20 scoring system will be applicable to this tender.

The maximum points for this tender are allocated as follows:

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

#### PRICE EVALUATION (80)

The price points out of 80 will be allocated to the Price Tendered or evaluated price.

Adjudication Criteria	Points
Price Evaluation $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	80

Where:

Ps = Points scored for price of Bid under consideration  
 Pt = Rand value of Bid under consideration  
 Pmin = Rand value of lowest acceptable Bid

### SPECIFIC GOALS (20)

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

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)
HDI (51% or more black ownership)	4
Black women (51% or more women ownership)	4
Black youth (51% or more youth ownership)	2
People with disability (20% or more disabled people ownership)	2
Locality (Enterprise within the Eastern Cape)	8

SBD 6.1 must be fully completed and signed by the bidders in order to claim the above points, failure to claim points will result in non-awarding of points.

### STAGE 5 – RISK ANALYSIS

Amatola Water will perform a risk analysis in respect of the following

Bidders will be expected to demonstrate their capability to provide a fully digitized Banking Solution that will integrate/interface with Amatola Water’s financial applications.

Bidders will be evaluated based on the following criteria:

- Presentation demonstrates an understanding of the assignment, including proposed methodology and approach that is aligned to the scope of work
- Presentation demonstrates an understanding of the requirements for the assignment
- Presentation demonstrates the ability to translate the project implementation plan into action
- Ability to answer the questions to the satisfaction of the Committee

Conclusion drawn from the risk analysis will be used by the Bid Evaluation Committee in determining the acceptability of the Tender.

**NOTE:** If the above proposed individuals are not available at time of award, it is a **CONDITION OF AWARD** requirement that equally qualifying or better key staff are made available for the execution of this Contract.

# **SECTION B: RETURNABLE DOCUMENTS**

**The following documents must be completed in full and submitted with this bid:**

SBD 1: Invitation to Bid

FORM A: Authority to Sign

FORM B : SCHEDULE OF PREVIOUS CONTRACTS SATISFACTORILY CARRIED OUT BY THE TENDERER

FORM B1 must be completed, signed and stamped.

FORM B2 must be completed, signed and stamped.

FORM B3 must be completed, signed and stamped.

SBD 4: Bidder's Disclosure

SBD 3.1: Pricing Schedule: Firm prices (IF APPLICABLE)

SBD 3.2: Pricing Adjustments: Non- firm prices

**The following documents must be submitted with this bid:**

- CSD and Tax Verification PIN
- SBD 6.1 must be completed and signed in order to claim points for specific goals. Failure will lead in non-awarding of points for specific goals
- JOINT VENTURE AGREEMENT (IF APPLICABLE)

## FORM A: AUTHORITY TO SIGN DOCUMENTS

The person listed below are duly authorised/ delegated to sign all documents in connection with the tender offer and any contract resulting from it on our behalf by virtue of the Articles of Association/Resolution of the Board of Directors. All fields to be completed.

### Details of authorised/ delegated person

**NAME**

**SIGNATURE**

**DATE**

### WITNESSES:

1.

**NAME**

**SIGNATURE**

**DATE**

2.

**NAME**

**SIGNATURE**

**DATE**

**FORM B: Schedule of previous related contracts satisfactorily carried out by the tenderer.**

Service Providers should very briefly describe their experience in this regard by completing the schedule below by providing details of at **least three (3) completed contracts for banking services** within the last 10 (Ten) years relating to the **PROVISION OF BANKING SERVICES FOR THE PERIOD OF FIVE (5) YEARS** to corporate clients or public entities. All the required information requested below should be provided and a **general listing of contracts completed will not suffice.**

Comparable supply contracts of the entity within the last 5 years	Short Description	Contract Value (incl. VAT)	Dates (Commencement; Completion)	Client and contactable reference (include phone no.)

**SIGNED ON BEHALF OF TENDERER:** .....

## FORM B.1: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid for **AW2024/25/17: PROVISION OF BANKING SERVICES FOR THE PERIOD OF FIVE (5) YEARS** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

<p>1. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>
<p>2. Kindly, indicate their overall performance on the project.</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>

Full Name of Authorised Signatory .....

Contact Number ..... Email address.....

Signature..... Date.....

**\*CLIENT (EMPLOYER) STAMP HERE**

*\*Incomplete, unstamped, and unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted. **No reference letters will be accepted.***



## FORM B.2: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid for **AW2024/25/17: PROVISION OF BANKING SERVICES FOR THE PERIOD OF FIVE (5) YEARS** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

<p>3. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> Excellent,</p> <p><input type="checkbox"/> Good,</p> <p><input type="checkbox"/> Satisfactory,</p> <p><input type="checkbox"/> Poor</p>
<p>4. Kindly, indicate their overall performance on the project.</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> Excellent,</p> <p><input type="checkbox"/> Good,</p> <p><input type="checkbox"/> Satisfactory,</p> <p><input type="checkbox"/> Poor</p>

Full Name of Authorised Signatory .....

Contact Number ..... Email address.....

Signature..... Date.....

**\*CLIENT (EMPLOYER) STAMP HERE**

*\*Incomplete, unstamped and unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted. **No reference letters will be accepted.***

## FORM B.3: CONFIRMATION OF REFERENCES TO AMATOLA WATER

NAME OF BIDDING COMPANY:	
PREVIOUS CLIENT/EMPLOYER NAME:	
TENDER/BID NUMBER OF COMPLETED CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT PREVIOUSLY COMPLETED	
VALUE OF WORK COMPLETED	
DURATION AND DATE COMPLETED:	

The above-mentioned Bidding Company is in the process of submitting a Bid for **AW2024/25/17: PROVISION OF BANKING SERVICES FOR THE PERIOD OF FIVE (5) YEARS** for Amatola Water. If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, Amatola Water requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

<p>5. Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>
<p>6. Kindly, indicate their overall performance on the project.</p>	<p>Select applicable rating</p> <p><input type="checkbox"/> <b>Excellent,</b></p> <p><input type="checkbox"/> <b>Good,</b></p> <p><input type="checkbox"/> <b>Satisfactory,</b></p> <p><input type="checkbox"/> <b>Poor</b></p>

Full Name of Authorised Signatory .....

Contact Number ..... Email address.....

Signature..... Date.....

**\*CLIENT (EMPLOYER) STAMP HERE**

**\*Incomplete, unstamped and unsigned form will not be accepted and Amatola Water reserves the right to contact any Client Company listed as a reference. Hand-written imprints on the stamp area will not be accepted. No reference letters will be accepted.**

**BIDDER'S DISCLOSURE**

**1. 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.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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

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:

.....  
 .....

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<sup>1</sup> 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.

**SBD 4**

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:

.....  
.....

**3 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 consortium<sup>2</sup> 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 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.
- 3.7

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<sup>2</sup> 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.

**SBD 4**

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**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

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

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration

Pmax = Price of highest 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)
HDI (51% or more black ownership)	4	
Black women (51% or more women ownership)	4	
Black youth (51% or more youth ownership)	2	
People with disability (20% or more disabled people ownership)	2	
Locality (Enterprise within the Eastern Cape)	8	

**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 the 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:** .....

.....

.....

## **SECTION C:**

# **PRICING INSTRUCTIONS, PRICING SCHEDULE AND CONTRACT**

### **PRICE INSTRUCTIONS AND ESCALATION**

The following pricing schedules must be completed in full:

SBD 3.1: Pricing Schedule: Firm prices (**Not Applicable**)

SBD 3.2: Pricing Schedule: Non- firm prices

NB: If there are any unconditional discount offers, kindly attach a schedule that will indicate where those discounts are applied from.

Failure to fully complete the pricing instructions will invalidate your bid. All line items should be completed.

### **PRICE ADJUSTMENT FOR A FIVE-YEAR CONTRACT**

The tender price/rates shall remain firm for the first year of the contract. The pricing structure will be subject to a once off annual adjustment for each remaining year of the contract and will come into effect on the contract anniversary date each year.

Price increase will be based on CPI and supported by documentary proof justifying the price increase application as published in the Statistics South Africa Reports. The price increases are to be negotiated with Amatola Water prior to implementation.

All orders placed will be based on the current Bid prices. It is the responsibility of the Bidder to inform Amatola Water of any escalation prior to the implementation of the escalated price. Failure to do so will negate any such claims.

### **VALUE ADDED TAX**

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

VAT must be included in the Bid price but must be shown separately.

Non-VAT vendors must not include VAT in their bid price.

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES) – REFER TO PRICING SCHEDULE AS PROVIDED ON SBD 3.2**

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

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

Name of Bidder.....Bid number **AW2024/25/17**

Closing Time .....Closing date: **10 March 2025**

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.**

**Pricing Schedule**

Required by: Amatola Water

-At..... Head Office .....

- Brand and model.....N/A.....

- Country of origin .....N/A.....

- Does the offer comply with the specification(s)? \*YES/NO

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

- Period required for delivery .....

- Delivery: \*Firm/not firm

**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of Bidder.....Bid number: **AW2024/25/17**

Closing Time **11:00** ..... Closing date: **10 March 2025**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.  
**PRICING SCHEDULE**

**PART A – Schedule of bank charges**

The tenderer is required to fill in the pricing schedule and complete the pricing calculations set down in the section below

Unit rates – the tenderer is required to review the scope of work defined in Section 3 above and to determine all the resources required resulting in the unit rates to achieve the work components within the scope.

ITEM	DESCRIPTION OF SERVICES	YES	NO	A: UNIT COST (VAT INCLUSIVE)	B: UNITS (REFERENCE DATA)	TOTAL PER ANNUM (A x B)
<b>1</b>	<b>MANAGEMENT OF CASH</b>					
	Cash deposit fee - Branch					
	Cash deposit fee - ATM					
	Petty cash Facility					
	Cash deposit errors					
	Providing copies of Deposit slips/statements					
<b>2</b>	<b>ELECTRONIC BANKING SERVICES</b>					
	EFT service to facilitate the creation of bulk payments (file importing and release)					
	Payment Per Transactions					
	Payment Rejections (Per transaction)					

	Payment Reversal/ Recall					
	Direct on-line, real-time browsing facility					
	Facility to download statements into financial system / excel					
	Audit trail of electronic transfers in/ deposits					
	EFT facility to effect salary payments					
	Proof of payment to suppliers					
	Verification and validation of suppliers/creditors branch and account numbers					
<b>5</b>	<b>ELECTRONIC FOREIGN PAYMENTS</b>					
	Facility to process foreign payments					
	Manual payment via emailed instruction					
<b>6</b>	<b>GUARANTEES</b>					
	Issuing of Financial guarantees					
	Issuing of Performance Guarantees					
<b>7</b>	<b>OTHER SERVICES</b>					
	Monthly Bank Statements					
	Monthly Service Fee					
	Returned/ disputed debit order					
<b>8</b>	<b>GENERAL</b>					
	Setup/initiation/installation fee					
	Other fees (Please list)					
<b>TOTAL</b>						
<b>VAT</b>						
<b>GRAND TOTAL COST (INCLUDING VAT)</b>						

**PART B – Reference data**

<b>Description</b>	<b>Indicative per annum</b>
<b>RECEIPTS</b>	
Number of EFT deposits	1000
Value of EFT deposits	R875,323,627
Number of cash deposits	20
Value of cash deposits	R45,000
<b>PAYMENTS</b>	
Number of EFT Batches	263
Number of EFT Transactions	2000
Value of EFT Transactions	R600,000,000
<b>PAYROLL DETAILS</b>	
Number of Employees	374
Number of EFT Batch Runs	70
Number of EFT Transactions	4 800
Value of Payments	R180,000,000
<b>PETTY CASH PURCHASE CARDS</b>	
Number of Employees with purchase cards	32
Monthly purchase limit of cards	R5,000
Value of Payments	R3,000,000
<b>NUMBER OF FOREIGN PAYMENTS</b>	2
<b>TOTAL NUMBER OF USERS ACCESSING THE BANKING SYSTEM</b>	

Number of system administrators	3
Number of authorisers	6
Number of capturers	2

NB: A full list of all rates charged in addition to the above must also be attached to the bid document. Bidders will be required to do a demonstration of all the functionality that has been requested. As part of this, the security features on the online banking system must be explained in detail. Any additional service offering relevant to the scope of work can also be included in the demonstration.

**Bidders must take note that the above table will serve as basis for evaluation of price and the total for all services over the period of five years must be transferred to SBD1 (invitation to bid).**

- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery: \*Firm/not firm

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

**Total rates must be transferred to SBD1, failure to do so will lead to the bid being disqualified.**





**PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

**CONTRACT FORM - RENDERING OF SERVICES**

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

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) ..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **AW2024/25/17** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
	.....
2	.....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY AMATOLA WATER)**

1. I..... in my capacity as..... accept your bid under reference number **AW2024/25/17** dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

<b><i>DESCRIPTION OF SERVICE</i></b>	<b>PRICE (ALL APPLICABLE TAXES INCLUDED)</b>	<b>COMPLETION DATE</b>	<b>TOTAL PREFERENCE POINTS CLAIMED</b>	<b>POINTS CLAIMED FOR EACH SPECIFIC GOAL</b>

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

- 1 .....
- ....
- 2 .....

**CONTRACT INFORMATION**

The General Conditions of Contract (GCC) of July 2010, for Government Procurement as published by National Treasury will be applicable to this contract.

**SERVICE LEVEL AGREEMENT**

The bidder must provide a pro forma copy of a Service Level Agreement (SLA). The SLA will be subject to review, scrutiny, and negotiation with Amatola Water before finalization and acceptance.