



## ILEMBE DISTRICT MUNICIPALITY

CONTRACT No. FD/13/2024

### PROVISION OF BANKING SERVICES (INCLUDING FLEET CARDS CREDIT FACILITY) FOR A PERIOD OF 60 MONTHS

iLembe District Municipality hereby invites all financial institutions / commercial banks registered in terms of the Banks Act No. 94 of 1990 to bid for the provision of banking services (including fleet cards facility) to the iLembe District Municipality for a period of 60 months.

Bid specification documents will be available from **Friday, 19 January 2024** until the close of business on **Thursday 25 January 2024 before tender closing time at the cashier's office, ground floor, East Wing, iLembe House, 59/61 Mahatma Gandhi Street, KwaDukuza** upon payment of a **R3 920.00** non-refundable fee. Bid documents will NOT be available at the site inspection meeting

Please be advised that only cash or EFT payments will be accepted when purchasing bid documents. Bids may only be submitted on the bid specification document provided by the Municipality.

A **COMPULSORY SITE INSPECTION** will be held at **10H00 on Friday, 26 January 2024 at the iLembe Disaster Management Boardroom, 12 Haysom Road, KwaDukuza**. Prospective bidders are required to bring their copies of the bid specification documents to the site inspection for signing. All bids will be signed on site.

All bid enquiries are to be directed to the Manager: Expenditure on 032 437 9350/9351 / 071 855 0443 or via e-mail: [thembinkosi.shezi@ilembe.gov.za](mailto:thembinkosi.shezi@ilembe.gov.za) or Mr. Ngcebo Xulu (iLembe District Supply Chain Management) on 032 551 8751 or e mail: [Ngcebo.Xulu@ilembe.gov.za](mailto:Ngcebo.Xulu@ilembe.gov.za).

Failure to obtain a Bid Specification Document and non-attendance of the site inspection will result in the immediate disqualification of your bid. Bids may only be submitted on the bid specification documentation provided by the Municipality.

All bidders must submit a Tax Clearance Certificate, or South African Revenue Services (SARS) UNIQUE PIN to enable the municipality to verify the bidder's tax compliance status online via E-filing. Any bid that does not comply with the advert and other requirements will be disqualified and will not be considered. iLembe District Municipality Reserves its Right to Verify the Validity of the submitted Tax Clearance Certificates in terms of Section 256 (5) of the Tax Administration Act no.28 of 2011 and will apply MFMA circular 43 and Section 38 of the iLembe District Municipality's SCM Policy where necessary. All bidders that are required by law to prepare Annual Financial Statements for auditing purposes must provide audited annual financial statements (AFS) for the most recent 3 years or since the date of establishment if established during the past three years.

All bidders must be registered on the National Treasury Central Suppliers Database (CSD), and must submit proof of registration. All bidders are required to submit their company profiles together with all the information for their shareholders and directors including ID copies with their bids. Any bid that does not comply with the advert will be rejected and will not be considered.

Sealed bid endorsed **“Contract No. FD/13/2024: PROVISION OF BANKING SERVICES (INCLUDING FLEET CARDS CREDIT FACILITY FOR A PERIOD OF 60 MONTHS)”** must be submitted into the Bid Box situated at the **Ground Floor of ILEMBE TECHNICAL SERVICES BUILDING, 12 Haysom Road, KWA DUKUZA** by no later than **12 Mid-Day on Tuesday, 19 March 2024** where they will be opened in public. The name and address of the bidder must be clearly written on the envelope containing the bid. Bids shall be valid for a period of 90 days. A presentation session may be required but only with the shortlisted bidders.

Bids will be evaluated and adjudicated in terms of iLembe District Municipality's Supply Chain Management Policy in two stages. First stage of evaluation is functionality and the second stage being the 90/10 preference point scoring system. Only bidders who score the required minimum threshold on functionality criteria will qualify for the second stage of evaluation. This bid will further be evaluated in terms of the Preferential Procurement Regulations, 2022 pertaining to the PPPFA (No. 5 of 2000)

The Functionality Evaluation Criteria will be conducted in terms of the following: -

Functionality Criteria	Maximum Points
Bank Rating	30 Points
Similar Experience	25 Points
Key Personnel (Account Executive)	20 Points

Key Personnel (Account Executive Analyst)	15 Points
Branches /Banking Facilities within iLembe District	10 Points
Maximum Points = 100	Minimum Threshold= 80 Points (100* 80%)

Late, facsimiled or e-mailed or incomplete tender documents will be immediately disqualified.

iLembe District Municipality does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid.

**MR. S.D. MBHELE**  
**MUNICIPAL MANAGER**