



**REQUEST FOR PROPOSAL
RFP/TSW/06/2022
PROVISION OF CASH IN TRANSIT SERVICES**

Tswelopele Local Municipality hereby invites suitably qualified service providers to submit Proposal for the collection and insurance of cash at Municipal Offices (i.e. Bultfontein, Hoopstad, Phahameng and Tikwana) for five (5) days per week. The cash collected at these offices must be transported to the specified commercial bank and the cash bag and bank deposit book must be returned to the respective municipal offices after banking services have been done. Terms of reference are obtainable at Tswelopele Municipality's website and National Treasury etender portal from the 22September 2022.

Proposal marked for the attention of the Municipal Manager must be submitted in a sealed envelope marked "**RFP/TSW/06/2022 PROVISION OF CASH IN TRANSIT SERVICES FOR PERIOD ENDING 30 JUNE 2025**" must be deposited in the tender box located at Tswelopele Local Municipality no later than, 11 October 2022 12H00 at the following physical address:

Tswelopele Local Municipality Offices
No. 1 Bosman Street
Civic Centre
Bultfontein
9670

The proposals will be evaluated and adjudicated in accordance with the approved Supply Chain Management Policy of Tswelopele Local Municipality using 80/20 preference point system as per the Preferential Procurement Policy Framework Act. Prices must be valid for 90 days from closing date of this proposal.

Proposals which are late or submitted by facsimile or electronically will not be accepted. The municipality does not bind itself to accept the lowest or any proposal and reserves the right to accept any proposal either wholly or a part thereof.

Enquiries pertaining to bid procedure can be directed to SCM Unit at (051)853 1111 during office hours. Technical Enquiries can be directed to Manager: Budget and Revenue at (051) 853 1111 during office hours.

Mr M Mahlanyane
Acting Municipal Manager.

TERMS OF REFERENCE CASH IN TRANSIT SERVICES

SCOPE OF WORK

Tswelopele Local Municipality requires the services of duly registered service providers for the Provision of Cash-in-Transit Services to undertake the transit of monies from various offices to the Municipality's banker for period ending 30 June 2025.

The information requested from tenderers in this Proposal has been identified by the Municipality as necessary in order to be able to evaluate the commitment, capability, suitability and capacity of the Tenderers.

SPECIFICATIONS

1. Bidders must be duly registered with the Private Security Industry Regulatory Authority (PSIRA) and must maintain compliance with the rules and regulations of the Private Security Industry Regulation Act 56 of 2001, Regulations (PSIRA Regulations) throughout the validity of any contractual commitment.
2. Bidders are required to submit a valid membership certificate from PSIRA issued in terms of Section 25 of the Act.
3. The service provider shall collect, convey, store and deliver cash in accordance with the operating methods as amended from time to time.
4. Collection, conveyance, storage and delivery of cash shall be made using sealed containers as supplied by the service provider.
5. The service provider must provide the Municipality with cash deposit machines to be used in instances where services provider is unable to collect money from the municipality for whatever reason, the service provider will be held liable should the cash deposited in the cash deposit machines disappear.
6. Collection, conveyance, storage, and deliver of bank deposit books shall be made using sealed envelopes/bags as supplied by the service provider.
7. The service provider shall return the Bank Deposit Books on the next removal.
8. Before handing over the cash to an employee of the service provider, Tswelopele Municipality shall verify the identity of such employee by reference to the employee's personal official identity card.
9. The service provider shall provide details of the nature and format of official identity Cards in use.
10. The service provider shall provide an official receipt for each container and envelope received by them.
11. The service provider shall remove the cash between 13:00 and 14:30 or as may be stipulated.
12. The cash shall be deposited within 24 hours after collection.
13. The service provider shall remain at ABSA Bank until the cash has been received and verified by the bank teller. Any discrepancies must be reported within 24 hours to the CFO, Manager: Revenue and Budget or other designated representative.

14. MONEY BAGS must be included in the bid price.
15. Mobile cash bank machine should also be included in the pricing.

Municipal Bidding Documents

The following Municipal Bidding Documents must be completed:

- MBD 1 – INVITATION TO BID
- MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS
- MBD 4 – DECLARATION OF INTEREST
- MBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011
- MBD 7.2 – PART1 - CONTRACT FORM - RENDERING OF
PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)
PART 2 (TO BE FILLED IN BY THE PURCHASER)
- MBD 8 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
- MBD 9- CERTIFICATE OF INDEPENDENT BID DETERMINATION

RETURNABLE DOCUMENTS

- Company Registration Forms/Certified of Incorporation (i.e. CK Forms)
- MAAA Number or CSD Report must be submitted and supplier must be registered in the relevant commodity.
- SARS Pin
- BBBEE Certificate or sworn affidavits
- Municipal rates and taxes or the municipal charges owed by the bidder (company) or any of its directors to the municipality, are not in arrears for more than three months, if the bidder has lease agreement the lease agreement must be accompanied by the lessor Municipal account as proof that Municipal rates and taxes are not in arrears for more than 90 days.
- Affiliation/ accreditation certificate
- Signed MBD 04: Declaration of interest [the form can be downloaded from the Municipality's website, www.tswelopele.gov.za – Document library – SCM forms – MBD 4: Declaration of interest

OTHER CONDITIONS

- Proposal must be on the letterhead of the Prospective Supplier.
- Prices on proposals must be valid for 90 days from the closing date.
- Non-adherence to any of the conditions may lead to your proposal not to be considered.
- Bidders will be evaluated using returnables, Functionality and PPPF (Price and BBBEE).
- Any subcontract or Joint venture agreement should be attached thereon.
- The council reserves the right to negotiate further conditions and requirements with the successful proposal.

ROUTES FOR THE TRANSIT OF CASH

FROM	TO	FREQUENCY
Municipal offices Hoopstad	ABSA Hoopstad	Monday to Friday
Municipal offices Bultfontein	ABSA Bultfontein	Monday to Friday
Municipal offices Phahameng	ABSA Bultfontein	Monday to Friday

PLEASE NOTE:

ANY DEVIATION FROM THESE SCHEDULES MUST BE SUBMITTED FOR PRIOR APPROVAL.

PRICING SCHEDULE

No.	Description	Qty	Bid price per month VAT inclusive	Total Bid Price over 36 month period VAT inclusive
1.	Provision of Cash In Transit Services	32 Months		

FUNCTIONALITY: Supplier must score 70 Points or more to be advanced to the next stage

No	Criteria	Weight	Value	Maximum Possibility Score
1	Company experience in provision of similar services attach signed letters including contact person, year of award of the tender, contact number and Contract Price.	40	5	200

	Reference letters – Public Sector and Private sector.			
2	Years of experience with regard to provision of similar services as required - Reference letters to have appointment dates	30	5	150
	<ul style="list-style-type: none"> • 5-10 years' experience 	30		
	<ul style="list-style-type: none"> • 3- 5 years' experience 	20		
	<ul style="list-style-type: none"> • 1-3 years' experience 	10		
3	Locality -	30	5	150
3.1	Reside within Jurisdiction of Tswelopele Local Municipality (Hoopstad and Bultfontein) – Municipal Rates and taxes will be used as a form of evaluation and should not be more than 3 Months old	30		
3.2	Reside within Lejweleputswa District	15		
3.3	Reside in the Freestate	10		
3.4	Reside outside Free state	05		
	Total	100		500