



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTISING DATE: 07 SEPTEMBER 2018**

**UMZ/2018-19/CASH-IN-TRANSIT BANKING**

SERVICE PROVIDER TO PROVIDE CASH IN TRANSIT BANKING SERVICES.

Bidders are hereby invited to submit proposals/Quotations for cash in transit banking services for Registration and Licensing offices, Library and Sophia Park in Mt Frere as per the attached specification.

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 17 September 2018**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make any award to a person or persons working for the state.

**Enquiries:** All technical enquiries may be directed to Mr BJ Ntlamba/ Mr Mbukushe (SCM Manager) 039 255 8500

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**Attention: Mr G.P.T Nota**

**813 Main Street or P/Bag X9020**

**MT FRERE**

**5090**

**GPT NOTA (MUNICIPAL MANAGER)**



# UMZIMVUBU

LOCAL MUNICIPALITY

Person dealing with the matter: BJ Ntlamba

## MEMORANDUM

**TO** : MANAGER: SUPPLY CHAIN MANAGEMENT  
**FROM** : ASSISTANT MANAGER: COMMUNITY SAFETY  
**DATE** : 09 July 2018  
**REF. NO.** : 6/1/2  
**SUBJECT** : REQUEST FOR CASH-IN-TRANSIT BANKING SERVICES.

**Security costs: 209 300299**

The above matter bears reference.

### **PURPOSE:**

- 1.1 To request cash in transit banking services for Registration and Licensing offices, Library and Sophia Park in Mt. Frere. The purpose of the assignment is to appoint a cash in transit banking services to do banking on a daily basis from Monday to Friday for the Registering Authority (RA), once a month for Mount Frere Library and twice a month for Sophia Park on behalf of Umzimvubu local municipality on contractual basis for a period of 12 months.

### **BACKGROUND:**

- 1.1 Umzimvubu Local Municipality operates the motor vehicle Registration and Licensing Authority under agency from the Provincial Department of Transport. In terms of the SLA moneys collected must be deposited into the provincial DoT banking account on a daily basis. ULM banks theirs daily too. It is crucial for ULM to ensure that the banking of the money is done on a daily basis in accordance with the agreement entered between ULM and department of transport.
- 1.2 The banking services shall include Mount Frere Library and Sophia Park.

813 Main Street, Mount Frere  
P/Bag 9020, Mt Frere, 5090  
T. 039 255 8511 | F. 039 255 0167

## REQUEST:

It is requested that a Cash in transit services provider be procured as for:

1. Banking of cash, coins and cheques to be done as follows:
  - a) For Registering Authority (RA) five days a week at Mt. Frere Standard Bank,
  - b) For Mount Frere Library once a month at Mount Frere Standard Bank,
  - c) For Sophia Park twice a month at First National Bank (FNB)
2. Return to ULM of proof of banking (Banking deposit slips) immediately after banking.
3. The service shall include:
  - a. Supply of tamper proof cash carrying containers.
  - b. Own insurance of cash in transit to the amount of R100'000.00.
4. The contract will be for a period of 12 months renewable for a further 12 months at ULM sole discretion.

## FINANCIAL IMPLICATIONS

Money to be used to pay the service provider to come from the budget of security services for the protection of municipality assets.

Your assistance in this matter will be highly appreciated.

Yours Faithfully



**BJ NTLAMBA**  
**ASSISTANT MANAGER: COMMUNITY SAFETY**

813 Main Street, Mount Frere  
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T. 039 255 0166| F. 039 255 0167

**UPHULISO KUMNTU WONKE**