



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : Prospective Service Provider
FROM : SCM /STORES
DATE : 12/06/2026
ENQUIRIES : STORES
TELEPHONE : 015 780 6361/62
REF : Req No. REQ 10575

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices 3 Nyala Street, Phalaborwa not later than **19/06/2026 at 12H00**

QUANTITY	Description	PRICE (Inc. VAT)	DELIVERY PERIOD
1	The provision of cash – in- transit and banking services at the Ba-Phalaborwa Municipality for a period of one (1) year as per the below specification		

Please number your quotes (Your Ref No)

The following conditions will apply:

- o Price (s) quoted must be valid for at least thirty (30) days from date of your offer.
- o The Municipality retains the prerogative to reject any quotes it deems to be excessive A firm delivery period must be indicated.
- o Tax Clearance Pin
- o A service provider registered on central supplier database (CSD)
- o Completed MBD Forms
- o Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals) 20 is further evaluated : 20 for 100% Black owned;

18 for at least 51% Black owned; and

14 for Less than 51% Black owned

SPECIFICATION: THE PROVISION OF CASH – IN- TRANSIT AND BANKING

SERVICES AT THE BA-PHALABORWA MUNICIPALITY FOR A PERIOD OF ONE (1) YEAR

1. INTRODUCTION

Bids are invited from experienced and registered service providers to bid for the provision of cash -in – transit and banking services at the offices and premises of the Ba-Phalaborwa Municipality.

The purpose of appointing a suitable and experienced service provider for the provision of cash -in – transit and banking services is to promote a safe working environment for staff and assets at the offices and premises of the Municipality and protect assets during collection and deposit to the financial institution.

2. SCOPE OF WORK

Ba-Phalaborwa Municipality will appoint an experienced cash – in transit and deposit service provider to collect and deposit the cash in all its nominated destinations without failure and determined by its Cash Deposit Policy. Penalties will be enforced should a bidder fail to satisfy this important requirement as this will put the staff and premises at a higher risk by criminals.

3. LEGISLATIVE FRAMEWORK OF THE BID

- 3.1. Bidders must be compliant when submitting a bid to the Ba-Phalaborwa Municipality and remain compliant with all applicable tax legislation, including but not limited to the Income Tax Act 58 of 1962 and Value Added Tax Act 89 of 1991.
- 3.2. It is the condition of this bid that the tax matters of the successful bidder be in order.
- 3.3. Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.

4. PROCUREMENT LEGISLATION

Ba-Phalaborwa Municipality has a detailed evaluation methodology premised the following legal authority: -

- Constitution of the Republic of South Africa Act 108 of 1996.
- Municipal Finance Management Act 56 of 2003.
- Preferential Procurement Policy Framework Act 5 of 2000.
- Private Security Industry Regulatory Authority Act 56 of 2001.
- Firearms Control Act 60 of 2000.
- Protection of Information Act 84 of 1982.
- Criminal Procedures Act 71 of 1957.
- Protection of Personal Information Act 4 of 2013.
- Security Officers Act 92 of 1987.
- Control of Access to Public Premises and Vehicles Act 53 of 1985.
- Minimum Information Security Standards (MISS)
- Ba-Phalaborwa Municipality Supply Chain Management Policy.

5. DOCUMENTS THAT MUST BE SUBMITTED FOR PRE-QUALIFICATION

Without limiting the generality of the Ba-Phalaborwa Municipality's other critical requirements for this bid, bidders must submit the documents listed below under table 6.1. all documents must be completed and signed by the duly authorized representative of the prospective bidders. During this phase bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder's proposal may be disqualified for non – submission of any of the following documents

Table 6.1

Mandatory submission of documents – failure will result in disqualification	
1.	Proof of Solvency letter duly signed by an Accountant with a practice number from the registered Accounting Body.
2.	Competency Certificate to possess firearms by Directors or for an appointed responsible Manager
3.	letter of good standing from PSIRA.
4.	Valid Company's PSIRA Certificate.
5.	Valid Directors PSIRA Certificate.
6.	PSIRA registration (Grade C)
7.	CIT Certificate registered with PSIRA
8.	PDP (Professional Driving Permit)
9.	Police/Security Clearance Certificate
10.	COIDA letter from the Department of Employment and Labour.
11.	Bidders must provide proof of its indemnity insurance policy minimum R3m against: 11.1. Sudden or unforeseen loss or damage to all items in transit or delivered, where applicable. 11.2. Any liability claims against bidders for the death of, or injury to, any person arising in either instance, by reason of any error, omission or neglect as the case may be, on the part of bidders and its employees.
12.	Bidders shall provide the following copies of information with regards to the Firearms Control Act 60 of 2000. 12.1. Authorization Licenses to Possess Firearms for business purpose – handgun and riffles. - Institution code - Serial number - Type - Caliber 12.2. Accreditation for use of Firearms for business purposes (section 6 read with section 21(1) of the Firearms Control Act 60 of 2000) from the South African Police Service (SAPS). 12.3. Certificates of Competency for Company Firearm Licenses must be provided as per required number detailed in the sites.
13.	Contingency Plan. 13.1. Bidders to submit an industrial unrest Contingency Plan indicating strategy to handle strike by: - Assets – in Transit Officers, Robberies, Carjacking, Thefts of cash when no collection was done by the bidder(s), Ba-Phalaborwa Municipality employees and Community Protests. 13.2. The Contingency Plan must also detail strategy to deal with Armoured Vehicle breakdown enroute from collection and banking facility. 13.3. The Contingency Plan must also detail provision of security in the vulnerable strategic offices, escort, Static deployment and Close Protection services on an ad hoc. (Submit Proof of Contingency Plan)

14. Key Personnel Experience (Attach CV and an Organisational Structure) Bidder's Management Directors must have minimum Grade B of PSIRA plus Cash -In- Transit (CIT) Certificate (Submit certified copies of PSIRA and CIT individual certificate and CVs).
15. Equipment including Armored Vehicles, Firearms, Radio Communication, are mandatory (Submit proof of Vehicle Registration Certificates, Copies of Firearms, Radio Communication Regulatory licenses). Bidders must have the necessary infrastructure and capacity to meet the municipality's requirements. The infrastructure and capacity must include the following: Highly secured Depot, Functioning Control Room and Telephone landline.
16. Company branded uniform and Armoured vehicles (submit of pictures in a catalogue).
17. Ten (10) years' experience in the provision of cash -in- transit and deposit services of which at least one (1) must be for a period of three (3) long term contract (proof of appointment letters and contract value minimum of R10m duly signed by institutions). Ba-Phalaborwa Municipality reserves the right to conduct previous contract references).
18. Bid pricing information – bidders to price in the South African currency and must include annual increase in line with PSIRA regulatory rate increases.
19. Administrative requirements 19.1. Bidder is a South African owned and registered service provider (provide proof of ID and address of the operating offices). 19.2. Bidders must submit recent statement of municipal rates and taxes for both company and directors appearing on CK (not older than 3 months), letter from traditional authority not older than 3 months for the company and directors / lease agreement (attach proof of payment for lease). 19.3. Current bank details, original letter from the bank issued on bank letterhead with stamp. /Confirmation letter from the bank 19.4. Copy of the Company Registration with CIPC (Submit proof). 19.5 Valid Identity documents of Directors as per CK. (submit proof of documents).

SPECIFICATIONS

OFFICE / PREMISES	DAY	ADDITIONAL DAY
1. Phalaborwa Civic Centre Water and Lights	Monday – Friday	As per special request
2. Phalaborwa Town Traffic Section	Monday - Friday	As per special request

Minimum functionality threshold is 70%

FUNCTIONALITY		SCORING (1-5)	WEIGHTING
1. Company Work Experience: Minimum of ten (10) years' experience in long-term contracts in the provision of cash -in - transit and banking services from reputable CIT service provider. One (1) of which must be three (3) years contact.	At least five (5) appointment letters of long- term contracts in the provision of cash -in -transit and banking services from reputable CIT service provider.	5	50
	At least four (4) appointment letters of long-term contracts in the provision of cash -in - transit and banking services from reputable CIT service provider.	4	
	At least three (3) appointment letters of long- term contracts in the provision of cash -in- transit and banking services from reputable CIT service provider.	3	
	At least two (2) appointment of long-term contracts in the provision of cash -in – transit and banking services from reputable CIT service provider.	2	
	At least one (1) appointment letter of long-term contract in the provision of cash -in – transit and banking services from reputable CIT service provider.	1	
	Without appointment letters in the provision of cash -n – in transit and banking services from reputable CIT service provider.	0	

2. Number of Year(s) Experience of Key Personnel and qualifications (submit CVs, and certified copies of qualifications and an Organisational Structure) PSIRA grade minimum B	Combined relevant experience of key personnel > 5 years.	5	30
	Combined relevance experience of key personnel > 4 years.	4	
	Combined relevant experience of key personnel >3 years but <4 years.	3	
	Combined relevant experience of key personnel > 2 years but < 3 years.	2	
	Combined relevant experience of key personnel <2 years.	1	
	Without Combined relevant experience of key personnel.	0	
3. Company Branded Armoured Cash in Transit Vehicles. Minimum of 2, submit proof of pictures on a catalogue displaying registration number)	At least two (2) Company branded Armoured Cash in Transit Vehicles.	5	10
	At least one (1) Company branded Armoured Cash in Transit Vehicle.	1	
	Without Company branded Armoured Cash in Transit Vehicle.	0	
4. Contingency Plan (Strategy to deal with Breakdown of Armored Vehicle enroute from collection to deposit destination, strike by Assets -In- Transit Officers, Robberies, Carjacking, strike by Ba-Phalaborwa Municipality employees, Community Protests.	Contingency Plan with all requirements submitted.	5	10
	Without all detailed requirements of Contingency Plan submitted.	0	
TOTAL			100%