treasury
Department of Treasury
FREE STATE PROVINCE

BID DOCUMENT

THE FREE STATE PROVINCIAL TREASURY IS REQUESTING AN EXPRESSION OF INTEREST (EOI) FOR THE FOLLOWING:

APPOINTMENT OF A SUITABLE AND CREDIBLE COMMERCIAL BANK FOR THE PROVISION OF COMMERCIAL BANKING SERVICES FOR THE EXCHEQUER BANK ACCOUNT AND PAYMASTER-GENERAL ACCOUNTS OF THE FREE STATE PROVINCIAL GOVERNMENT, PROVINCIAL DEPARTMENTS AND ENTITIES FOR A PERIOD OF FIVE (5) YEARS

FSPT004/2026/27 – EOI001/26

Validity Period 120 Days

NB: All bidders must indicate their names and CSD Registration number:

NAME OF COMPANY / FIRM: …….

MAAA: ……

FSPT004/2026/27 – EOI001/26

BID SUBMISSION CHECKLIST

Bidders are required to complete the following checklist and to submit it with their bids:

		COMPLIANT? (TICK √ IN APPROPRIATE BOX	
NO	**REQUIREMENT**	**YES**	**NO**
1	**SECTION 1:** Standard Bidding Documents		
1.1	SBD 1: Invitation - (Fully completed and signed)		
1.2	SBD 4: Bidders Disclosure - (Fully completed and signed)		
2	**SECTION 2**		
2.1	Terms of Reference (**TOR**)		

treasury
Department of Treasury
FREE STATE PROVINCE

SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FREE STATE PROVINCIAL TREASURY					
BID NUMBER:	**FSPT004/2026/27 - EOI001/26**	**CLOSING DATE:**	**18 December 2026**	**CLOSING TIME:**	**11:00**
DESCRIPTION	**APPOINTMENT OF A SUITABLE AND CREDIBLE COMMERCIAL BANK FOR THE PROVISION OF COMMERCIAL BANKING SERVICES FOR THE EXCHEQUER BANK ACCOUNT AND PAYMASTER-GENERAL ACCOUNTS OF THE FREE STATE PROVINCIAL GOVERNMENT, PROVINCIAL DEPARTMENTS AND ENTITIES FOR A PERIOD OF FIVE (5) YEARS**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

Fidel Castro Building **Ground Floor – Free State Treasury (Tender Box)** **55 Merriam Makeba Street CNR. Markgraff Street** **Bloemfontein, 9300**	**Alternative submission method the EOI may be submitted via email at: eoi00126@treasury.fs.gov.za**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Ms M Mokoena**	CONTACT PERSON	**Ms M Tadi**
TELEPHONE NUMBER		TELEPHONE NUMBER	
E-MAIL ADDRESS	**eoi00126@treasury.fs.gov.za**	E-MAIL ADDRESS	**eoi00126@treasury.fs.gov.za**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONE 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?	Yes No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES OFFERED?		Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES 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."

NB: FAILURE TO PROVIDE / OR COMPLY WITH 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: ……

SBD 4

-1-

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 interest1 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:

……..

……

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:

……

1 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.

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 consortium2 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.

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

2 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.

SECTION 2

TERMS OF REFERENCE (TOR)

EXPRESSION OF INTEREST (EOI)

FSPT004/2026/27 – EOI001/26

APPOINTMENT OF A SUITABLE AND CREDIBLE COMMERCIAL BANK FOR THE PROVISION OF COMMERCIAL BANKING SERVICES FOR THE EXCHEQUER BANK ACCOUNT AND PAYMASTER-GENERAL ACCOUNTS OF THE FREE STATE PROVINCIAL GOVERNMENT, PROVINCIAL DEPARTMENTS AND ENTITIES FOR A PERIOD OF FIVE (5) YEARS

1. LEGISLATIVE AND REGULATORY FRAMEWORK

1.1 Applicable Legislation

This **Expression of Interest (EOI)** and any subsequent procurement processes and contracts arising therefrom shall be governed by the applicable legislative and regulatory framework, including but not limited to:

- The Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA);
- Treasury Regulations issued in terms of the PFMA;
- The Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) (PPPFA);
- The Preferential Procurement Regulations, 2022;
- National Treasury Instruction Notes and Practice Notes; and
- Any other legislation, regulations, or directives applicable to public sector procurement and banking services.

2. PROJECT BACKGROUND

2.1 Institutional Mandate

The Free State Provincial Treasury (FSPT) is responsible for promoting sound financial management and governance within the provincial administration. This includes the provision of monitoring, oversight, training, technical support, and capacity-building interventions to provincial departments and entities within the Free State Province. In accordance with Treasury Regulations TR15.2.2 Each provincial revenue fund must have a bank account configuration that consists of at least an Exchequer bank account and a Paymaster-General bank account, opened with a commercial bank and TR15.2.3 Each head of a provincial treasury must nominate one bank account, which is under the control of the provincial treasury and is part of the provincial revenue fund, as the accredited account into which all transfers from national departments must be deposited.

2.2 **Legislative Responsibility**

In terms of the PFMA and Treasury Regulations, the Provincial Treasury is mandated to monitor, assess, and support provincial departments and entities in ensuring compliance with applicable financial management legislative requirements and the effective implementation thereof.

2.3 **Requirement for Banking Services**

The current commercial banking services agreement supporting the Provincial Exchequer Bank Account and Paymaster-General (PMG) Accounts is scheduled to expire in 2027. Consequently, the Provincial Treasury intends initiating a competitive procurement process to secure commercial banking services for the next contract period.

2.4 **Banking Environment**

The banking services environment comprises, at a minimum:

- The Provincial Exchequer Bank Account (EBA);
- Paymaster-General (PMG) Accounts of provincial departments; and
- Accounts of provincial public entities and trading entities as approved by the Provincial Treasury.

3. OBJECTIVES

3.1 **Primary Objective**

The Free State Provincial Treasury hereby invites Expressions of Interest (EOI) from suitably qualified and reputable commercial banks capable of providing comprehensive commercial banking services for the Provincial Exchequer Bank Account, Paymaster-General Accounts and Accounts for the Provincial Entities for a period of five (5) years, with the option to extend the contract subject to operational requirements, performance, and mutual agreement.

3.2 **Purpose of the EOI**

The primary purpose of this EOI process is to:

- Identify and assess current and emerging banking technologies, products and services available in the South African banking sector, with a view to determining their suitability, applicability and potential benefits for provincial government departments and entities.
- Assess market capabilities and innovations that may enhance provincial banking operations;
- Inform the development of detailed specifications for the subsequent Request for Bid (RFB) process;
- Identify opportunities for improved banking efficiencies, security, automation, reporting, and service delivery; and
- Ensure that future banking service requirements are aligned with industry best practices and technological advancements.

4. BID CONDITIONS AND RULES

4.1 General Conditions:

4.1.1 This procurement process is undertaken in accordance with the PFMA, which regulates the establishment and administration of banking arrangements within provincial government, as well as the PPPFA and the Preferential Procurement Regulations, 2022.

4.1.2 Prospective bidders are requested to provide detailed information on available banking products, services, innovations, and technological solutions capable of improving service delivery, operational efficiency, security, and financial management within the Free State Provincial Government.

4.1.3 Participation in this Expression of Interest process **does not constitute an award and does not create any contractual obligation between the Free State Provincial Treasury and any respondent**.

4.1.4 The information received through this EOI process will be utilised solely for market analysis, industry engagement, and the development of specifications for a future Request for Bid (RFB).

5. SCOPE OF REQUIRED SERVICES

5.1 The successful bidder, following a competitive Request for Bid process, shall be required to provide comprehensive commercial banking services relating to:

- The Provincial Exchequer Bank Account;
- Paymaster-General Accounts of provincial departments;
- Accounts of designated provincial public entities and trading entities; and
- Ancillary banking products and services required to support provincial government operations.

5.2 The anticipated contract period shall be five (5) years, if necessary, the province reserves the option to extend the contract should it be deemed necessary on the same terms and conditions, subject to applicable legislative prescripts and operational requirements.

6. STATUS OF THE REQUEST

6.1 The Free State Provincial Treasury hereby invites eligible commercial banks to submit Expressions of Interest outlining their capabilities, available technologies, products, service offerings, and value-added propositions relevant to the provision of government banking services.

6.2 The proposed banking services will be required to support:

- Twelve (12) Provincial Departments;

- Provincial Entities; and
- Other institutions as may be approved by the Provincial Treasury from time to time.

7. PROCUREMENT APPROACH AND BID ADMINISTRATION

7.1 Two-Stage Procurement Process

The procurement process will be conducted in two distinct stages:

7.1.1 Stage 1: Expression of Interest (EOI)

- Interested commercial banks will be invited to submit information on banking services, innovations, technologies, operational capabilities, and value-added offerings.
- Information obtained during this stage will assist the Free State Provincial Treasury in developing comprehensive specifications for the Request for Bid stage.

7.1.2 Stage 2: Request for Bid (RFB)

- A formal competitive bidding process will be conducted in accordance with the applicable procurement legislation and prescripts.

7.2 Evaluation Methodology

The Request for Bid process may include the following evaluation stages:

7.2.1 Phase 1: Administrative Compliance

- Evaluation of mandatory and non-mandatory requirements.

7.2.2 Phase 2: Functionality Evaluation

- Assessment of bidders' technical capability, institutional capacity, banking infrastructure, and ability to execute the contract successfully.

7.2.3 Phase 3: Preference Point System

Evaluation of bids based on:

- Price; and
- Specific Goals,

in accordance with the applicable preference point system prescribed at the time of the bid, namely the 80/20 or 90/10 preference point system.

8. ENQUIRIES

8.1 All enquiries regarding this EOI may be direct to the following email address: eoi00126@treasury.fs.gov.za

9. COSTING

9.1 No pricing information is required as part of the Expression of Interest submission.

9.2 Pricing schedules and financial proposals will only be requested during the Request for Bid (RFB) stage and will form part of the formal bid documentation issued by the Free State Provincial Treasury.

10. DELIVERABLES

Respondents are required to submit their proposals, as a minimum, the proposal should contain the following information:

10.1 Company profile and organisational overview.
10.2 Proof of registration as a licensed commercial bank in South Africa.
10.3 Details of branch and service network coverage within the Free State Province.
10.4 Description of available commercial banking products and services.
10.5 Details of electronic banking platforms, payment solutions, and digital banking capabilities.
10.6 Information regarding cyber security measures, fraud prevention, and business continuity arrangements.
10.7 Proposed innovations and technological enhancements relevant to government banking requirements.
10.8 Service-level commitments and customer support arrangements.
10.9 Experience in providing banking services to government institutions or large public-sector organisations.
10.10 Recommendations and value-added solutions that may enhance banking operations within the Free State Provincial Government.

11 EXPECTED OUTCOME

11.1 The outcome of this EOI process is to obtain sufficient market information to develop a comprehensive Request for Bid (RFB) specification that will enable the appointment of a commercial banking institution capable of meeting the current and future banking requirements of the Free State Provincial Government.

11.2 The banking requirements cover a broad range of transactional, cash-management, electronic banking and ancillary services required to support the financial operations of the Free State Provincial Government.

12. SUBMISSION OF EOI DOCUMENTS

12.1 Completed EOI documents must be submitted in a sealed envelope clearly marked "**FSPT004/2026/27 – EOI 001/26**" and deposited in the bid box at the address specified in the **Invitation to Bid (SBD 1**), no later than 11:00 on **18 December 2026**. The bid box is situated on the Ground Floor of the Fidel Castro Building and is accessible during normal working hours. Respondents must ensure that all applicable sections and pages of the EOI document are duly

completed and submitted.

12.2 **Alternatively**, EOI responses may be submitted electronically via email at: **eoi00126@treasury.fs.gov.za**.

13. AGREEMENT

13.1 The EOI is intended solely to obtain information and assess market capability and does not constitute an invitation to enter into a contract. The Free State Provincial Treasury shall not be obliged to appoint, contract with or issue a subsequent bid to any respondent as a result of participation in the EOI process.

14. ACCEPTANCES OF THE TERMS OF REFERENCE

I _____in my capacity as _____ of

the Company, hereby certifies that I take note and accept the above-mentioned Terms of Reference (TOR).

_____ _____

SIGNATURE **CAPACITY**

Contact person of company: _____

Tel. of company: (____)_____ Fax of company: (____)_____

END OF DOCUMENT