**SPECIFICATION FOR SECURITY CONTRACTS**

**C: CASH-IN-TRANSIT SECURITY SERVICES**

**1. DETAILED SPECIFICATIONS**

**DETAILED SPECIFICATIONS**

**PROVISION OF BANK COLLECTION SECURITY SERVICES (CASH-IN-TRANSIT) TO EDUMBEMUNICIPALITY FOR THE PERIOD OF THIRTY-SIX (36) MONTHS**

**1. PRICING SCHEDULE**

To be provided by the service provider separately.

**2. COLLECTION AND DELIVERY SCHEDULE**

The Schedule of Unit Prices must be completed in its entirety. The monthly cost of the Insurance is to be indicated separately.

|  |  |  |
| --- | --- | --- |
| **Collection Points** | **Collection and delivery Days** | **No. of Collections Per Week** |
| 10 Hoog Street Municipal Building Offices | Monday - Friday |  |
| eDumbe Licensing Department | Monday - Friday |  |
| Cashing of the Petty Cash Cheque at eDumbe FNB branch | As Requested - usually twice per week | - |

**COLLECTION AND DELIVERY OF MONIES SPECIFICATION**

**1. SCOPE OF CONTRACT**

This contract covers the collection, conveyance and delivery of money (the service) on for and on behalf of the Council for period of 36 months

**2. MONEY**

Money shall mean and include cash, bank and currency notes, cheques, travelers cheques, credit card vouchers, postal orders, postage and revenue stamps bill of exchange and, or, any other negotiable instrument.

**3. COLLECTION**

Collection shall mean the handing over of money in an approved sealed and locked container by an authorised employee of the Council to the successful Contractor or the Contractor’s representative on presentation of acceptable and authorised identification.

In the event of the collection date falling on a public holiday, the Contractor shall be required to collect all monies the following day.

**4. DELIVERY**

Delivery means the handing over of money by the successful Contractor to an authorised Representative of a bank or financial institution nominated by the Municipal Manager to receive monies on behalf of the Council, against presentation of acceptable authorised identification by the successful Contractor and shall include verification by the bank or financial institution’s representative that the affixed seals are unbroken and that the container is not damaged.

**5. THE SERVICE**

The service in terms of this contract shall be rendered between specified offices of the Council and the Service Centre of First National Bank (the Bank), or such other branch of the Bank as may be nominated by the Municipal Manager, on specified days and at certain times, details of which are contained in the Schedule of Unit Prices annexed hereto.

**eDumbe Municipality shall have the flexibility to increase/ decrease the number of collections when necessary.**

**6. INSURANCE**

The Contractor shall at all times from and including the commencement of the Services maintain in force with reputable insurers or underwriters a policy of insurance to cover the liability of the Contractor in respect of public and employers liability in the sum of at least R5, 000,000 per individual claim, and professional negligence of at least R5, 000,000 per individual claim and will provide satisfactory evidence of insurance against such claims to the Authority

(***Only Insurances from South African based Companies will be accepted).***

The Council further reserves the right to employ the services of another Service Provider and the Council shall not be held liable for any loss or damages of whatsoever nature incurred by such termination.

It should be noted that the Council reserves the right to make its own insurance arrangements should this be deemed to be in Councils best interest.

**DETAILED OPERATION PLAN**

The Contractor (on provisional award of the contract) shall be required to furnish a detailed operational plan advising how the money shall be collected, conveyed and deposited from each site as mentioned in the tender document. The Municipal Manager reserves the right to amend the Operational Plan as and when required in order to suit the needs of the Council.