



## KWAZULU-NATAL PROVINCE

TRANSPORT  
REPUBLIC OF SOUTH AFRICA

### REQUEST FOR BID

ISSUED BY:



## KWAZULU-NATAL PROVINCE

TRANSPORT  
REPUBLIC OF SOUTH AFRICA

**POSTAL ADDRESS:** PRIVATE BAG X9043  
PIETERMARITZBURG  
3200

**PHYSICAL ADDRESS:** INKOSI MHLABUNZIMA MAPHUMULO HOUSE  
172 BURGER STREET  
PIETERMARITZBURG  
3200

**TELEPHONE NO.:** 033 395 1898

**BID NUMBER:** ZNB02429/00000/00/HOD/GEN/24/T

**BID DESCRIPTION:** THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST IN ESTABLISHING A PROVINCIAL FLEET MANAGEMENT UNIT FOR A PERIOD OF 48 MONTHS

**DETAILED SPEC.:** KINDLY REFER TO PAGE 44 FOR THE TERMS OF REFERENCE

**CLOSING DATE:** [XXX]

**DIRECTORATE:** MOTOR TRANSPORT SERVICES

**SUBMITTED BY:**

<b>COMPANY NAME:</b>	
<b>CENTRAL SUPPLIER DATABASE NUMBER:</b>	



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## **KWAZULU-NATAL PROVINCE**

**TRANSPORT**  
REPUBLIC OF SOUTH AFRICA

### **SECTION A: SBD1 - INVITATION TO BID**

Invitation to Tender – **Bid No.: ZNB02429/00000/00/HOD/GEN/24/T**

Suitable service providers are invited to bid for: **THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST IN ESTABLISHING A PROVINCIAL FLEET MANAGEMENT UNIT FOR A PERIOD OF 48 MONTHS**

Tender documents will be available on the [www.kzntransport.gov.za](http://www.kzntransport.gov.za) and [www.etenders.gov.za](http://www.etenders.gov.za) website at no charge and must be downloaded. A **compulsory briefing session** will be held by the department with interested bidders. Details of the briefing session are below:

**Date: 20 January 2025**

**Time: 10:00 am**

**Venue: 2<sup>nd</sup> Floor Executive Building**

Any SCM related enquiries may be directed to:

**Name: Nonhlanhla Manukuza**

**Tele: 033 355 0655**

**Email:**

Any technical related enquiries may be directed to:

**Name: Mr B Ngubane**

**Tele: 033 395 1898**

**Email: buyelani.ngubane@kzntransport.gov.za**

Closing of bids:

**Date: 12 February 2025**

**Time: 11:00 am**

NB: Bids sent via telegraphic, telephonic, telefax, facsimile or e-mail and late bids will not be accepted. Bids must be deposited in the bid box located at the address specified below:

**KwaZulu-Natal Department of Transport**

**Inkosi Mhlabunzima Maphumulo House**

**172 Burger Street**

**Pietermaritzburg**

**3200**



**Part A: Invitation to Bid (Returnable Form)**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ZNB02429/00000/00/HOD/GEN/24/T	12 February 2025	XXX	CLOSING TIME:	11:00 am
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST IN ESTABLISHING A PROVINCIAL FLEET MANAGEMENT UNIT FOR A PERIOD OF 48 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Inkosi Mhlabunzima Maphumulo House					
172 Burger Street, Pietermaritzburg, 3201					
Monday to Friday: 07h30 until 16h00					
Under no circumstances must bidders submit their bids to the official whose name appears on the enquiries.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms N Manukuza		CONTACT PERSON	Mr B Ngubane	
TELEPHONE NUMBER	033 355 0655		TELEPHONE NUMBER	033 395 1898	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Nonhlanhla.manukuza@kzntransport.gov.za		E-MAIL ADDRESS	Buyelani.ngubane@kzntransport.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CSD No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	



**Part A: Invitation to Bid (Returnable Form) Continued...**

**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 & Conditions of Bidding (Returnable Form)**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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: .....



## **SECTION B: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

**Please note that this bid is subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the KwaZulu-Natal Supply Chain Management Policy Framework, Department of Transport's SCM Policy.**

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be completed in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed, and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initiated.
13. Use of correcting fluid is prohibited.
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. Bidders must initial each and every page of the bid document.



**SECTION C: AUTHORITY TO SIGN**

The bidder must indicate the enterprise status by ticking the appropriate box hereunder.

(I)	(II)	(III)	(IV)	(V)	(VI)	
CLOSE CORPORATION	COMPANIES	SOLE PROPRIETOR	PARTNERSHIP	CO-OPERATIVE	JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....  
 hereby authorise Mr/Mrs/Ms .....  
 acting in the capacity of .....  
 whose signature is .....  
 to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

*(if the space provided is not enough, please list all the directors in the resolution letter)*

**Note:**  
 Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

**Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.**



**SECTION D: REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE**

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za).
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have:
  - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted, or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request the updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. If the supplier is not registered at the closing time of bid, the supplier will be disqualified at the bid evaluation process.



**SECTION E: DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE**

This is to certify that, I (name of bidder's authorized representative) .....  
who represents (state name of bidder) .....  
with CSD Registration Number (bidder CSD registration number) .....

am aware of the contents of the central supplier database with respect to the bidder's details and registration information, and that the said information is correct and up to date as of the date of submission of this bid,

and, I am aware that incorrect or outdated information may be a cause for disqualification of this bid from the bidding process, and/or cancellation of the contract that may be awarded on the basis of this bid.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....



**SECTION F: OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

**Bid Reference No:** ZNB02429/00000/00/HOD/GEN/24/T

**Bid Description:** THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST IN ESTABLISHING A  
PROVINCIAL FLEET MANAGEMENT UNIT FOR A PERIOD OF 48 MONTHS

\*\*\*\*\*

This is to certify that (bidder's representatives name) \_\_\_\_\_

On behalf of (company name) \_\_\_\_\_

Attended the briefing on \_\_\_/\_\_\_/\_\_\_\_\_ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

\_\_\_\_\_  
**Signature of Bidder or Authorized Representative**

(PRINT NAME)

**Date:** \_\_\_/\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
**Name of Departmental or Public Entity Representative**

(PRINT NAME)

**Date:** \_\_\_/\_\_\_/\_\_\_\_\_

<b>Departmental Stamp With Signature</b>



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**SECTION G: SBD3.3 - PRICING SCHEDULE (PROFESSIONAL SERVICES)**

Name of Bidder:	Bid Number: ZNB02429/00000/00/HOD/GEN/24/T
Closing Date: [XXX]	Closing Time: [XXX]

**OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.**

Item No.	Description	Bid Price (in. RSA Currency with all Applicable Taxes Included)
1	THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST IN ESTABLISHING A PROVINCIAL FLEET MANAGEMENT UNIT FOR A PERIOD OF 48 MONTHS	

- The accompanying information must be used for the formulation of Proposals.
- Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

- Phases according to which the project will be completed in the first 24 months, cost per phase and man days to be spent: **Kindly see page 44 for full specification**

Phase:	Cost:	Man Days:
<u>Phase 1:</u>	R.....	.....days
<u>Phase 2:</u>	R.....	.....days
<u>Phase 3:</u>	R.....	.....days
<u>Phase 4:</u>	R.....	.....days

- Phase 5:** Persons who will be involved in the Project for the second 24 months and Rates Applicable (Certified Invoices must be Rendered in terms hereof).

Person & Position:	Hourly Rate:	Daily Rate:	Amount:
<u>Project Leader</u>	R.....	R.....	R.....
<u>Team Member (Fleet Management Sector)</u>	R.....	R.....	R.....
<u>Team Member (Finance Sector)</u>	R.....	R.....	R.....
<u>Team Member (Business/ Organisational Development Sector)</u>	R.....	R.....	R.....
<u>Team Member (Business System Development Sector)</u>	R.....	R.....	R.....
<u>Team Member (Mechanical Technician)</u>	R.....	R.....	R.....



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\*" all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5. Period required for commencement with project after acceptance of bid: .....

6. Estimated man-days for completion of project .....

7. Are the rates quoted firm for the full period of contract? Yes/No\*\*

\*\*Delete if not applicable.

8. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.  
.....  
.....  
.....  
.....



**SECTION H: SBD4 - 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 interest<sup>1</sup> in the enterprise, employed by the state? Please Tick:

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

2.2. 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

2.3. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? Please Tick:

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> 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.



2.4. If so, furnish particulars:

.....  
 .....

2.5. 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?

Please Tick:

YES	NO

2.6. If so, furnish particulars:

.....  
 .....

**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 consortium<sup>2</sup> 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.
- 3.5. 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.
- 3.6. 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

<sup>2</sup> 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.



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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.

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 the 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



**SECTION I: SBD6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
  - a) the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
  - b) the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 To be completed by the organ of state:
  - a) The applicable preference point system for this tender is the 80/20 preference point system.
  - b) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
  - a) Price; and
  - b) Specific Goals.
- 1.4 **To be completed by the organ of state:**  
 The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>Price</b>	80
<b>Specific Goals</b>	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.



**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



## 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



Table 1: Specific goals for the tender and points claimed are indicated per the table below.

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
An EME or QSE which is at least 51% owned by black people	10	
South African Owned Enterprises	5	
An EME or QSE which is at least 51% owned by black women	3	
An EME or QSE which is at least 51% owned by black youth	2	
<b>TOTAL</b>	<b>20</b>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of Company/Firm: .....

4.4. Company Registration Number: .....

4.5. Type of Company/Firm:

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]



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**TRANSPORT**  
REPUBLIC OF SOUTH AFRICA

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process.
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct.
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

WITNESSES
1. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....



**SECTION J: SBD7.2 - CONTRACT FORM – RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the services described in the attached bidding documents to the KwaZulu-Natal Department of Transport in accordance with the requirements and terms of reference stipulated in Bid Number ZNB02429/00000/00/HOD/GEN/24/T at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

2.1. Bidding documents, viz:

- i) Invitation to bid.
- ii) Tax clearance certificate.
- iii) Pricing schedule(s).
- iv) Terms of Reference.
- v) Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022.
- vi) Declaration of interest.
- vii) Special Conditions of Contract.

2.2. General Conditions of Contract; and

2.3. Other (specify).

.....  
.....  
.....

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.



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REPUBLIC OF SOUTH AFRICA

6. I confirm that I am duly authorised to sign this contract.

Name (Print): .....

Capacity: .....

Signature: .....

Name of Company/Firm: .....

Date: .....

<b>Witnesses:</b>	
1	.....
2.	.....
Date:	.....



**CONTRACT FORM – RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number ..... dated ..... for the rendering of services indicated in the terms of reference.
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the deliverables.
4. I confirm that I am duly authorised to sign this contract.

Signed at .....on.....

Name (Print): .....

Signature: .....

**Official Stamp:**

**Witnesses:**

1. ....

3. ....

Date: .....



## SECTION K: GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

The following terms shall be interpreted as indicated:

- 1.1. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **"Day"** means calendar day.
- 1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.



- 1.11. "**Dumping**" occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. "**Force majeure**" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. "**Fraudulent practice**" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. "**GCC**" means the General Conditions of Contract.
- 1.15. "**Goods**" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. "**Imported content**" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. "**Local content**" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. "**Manufacture**" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. "**Order**" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "**Project site**" where applicable, means the place indicated in bidding documents.
- 1.21. "**Purchaser**" means the organization purchasing the goods.
- 1.22. "**Republic**" means the Republic of South Africa.
- 1.23. "**SCC**" means the Special Conditions of Contract.



1.24. “**Services**” means that functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25. “**Written**” or “**in writing**” means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

4.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

4.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za).

## **4. Standards**

1.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of Contract Documents and Information; Inspection.**

5.1. The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.



- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent Rights**

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## **7. Performance Security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - i) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - ii) a cashier's or certified cheque.
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.



## **8. Inspections, Tests and Analyses**

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size



and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and Documents**

10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2. Documents to be submitted by the supplier are specified in SCC.

## **11. Insurance**

11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

11.2. Upon appointment by the Head of Department the service provider will be required to have a Professional Indemnity insurance of a minimum cover of R10 million.

## **12. Transportation**

12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

## **13. Incidental Services**

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.



13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare Parts**

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- b) in the event of termination of production of the spare parts:
  - i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.



## **16. Payment**

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

## **17. Prices**

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## **18. Contract amendments**

- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

## **19. Assignment**

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20. Subcontracts**

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21. Delays in the Supplier's Performance**

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.



- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

- 22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for Default**

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:



- a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- a) the name and address of the supplier and / or person restricted by the purchaser;
  - b) the date of commencement of the restriction
  - c) the period of restriction; and
  - d) the reasons for the restriction.
- 23.6.1. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is



empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

## **24. Anti-dumping and Countervailing Duties and Rights**

24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25. Force Majeure**

25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for Insolvency**

26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

## **27. Settlement of Disputes**

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.



- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5. Notwithstanding any reference to mediation and/or court proceedings herein,
- a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - b) the purchaser shall pay the supplier any monies due the supplier.

## **28. Limitation of Liability**

- 28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- a. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing Language**

- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30. Applicable Law**

- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## **31. Notices**

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.



31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### **32. Taxes and Duties**

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

### **33. National Industrial Participation (NIP) Programme**

33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### **34. Prohibition of Restrictive Practices**

34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.



## SECTION L: SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

The offers must remain valid for a period of 120 days from the closing date of the submission of bids.

### 1. Contract Period

- 1.1. Successful bidders will be appointed for a period 48 months.
- 1.2. The Department reserves the right to terminate the contract should the awarded entity fail to fulfil its contractual obligation in terms of this contract.

### 2. Evaluation Criteria

- 2.1. There are three (3) main stages in the selection process, namely, ensuring that bids comply with Administrative Compliance, Functionality Criteria and Price and Preference points.

#### Stage 1 - Administrative Compliance

##### Step 1: Completion of Compulsory Bid Documents

Check and verify compliance with the submission and completion of compulsory bid documents, namely, Sections A to L. Failure to comply with any of the sections contained in the bid document will render the bid invalid.

The following documentation must be submitted:

Section	Description	Yes	No	Remarks
A	SBD1 - Invitation to Bid.			
B	Special Instructions and Notices to Bidders Regarding the Completion of Bidding Forms			
C	Authority to sign			
D	Registration on the Central Suppliers' Database			
E	Declaration that Information on Central Suppliers Database is correct and up to date.			
F	Official Briefing Session Form			
G	SBD3.3 - Pricing Schedule			
H	SBD4 - Declaration of interest			
I	SBD6.1 - Preference points Claim Form			



J	SBD7.2 - Contract Form			
K	General conditions of contract			
L	Special conditions of contract			
M	Terms of Reference			

**Stage 2 - Functionality Criteria**

All proposals will be scored in terms of functionality criteria included in the table below. Only bidders that score more than 60% in respect of functionality will proceed to the next stage of evaluation. The scores awarded will be calculated as the average of all Bid Evaluation Committee members' scores.

**FUNCTIONALITY CRITERIA:**

Criteria	Description	Points	Means of verification	Service Provider Score
1. Bidder competencies and experience in establishment of a fleet management unit (public or private). The department will contact the clients on the details provided to validate the confirmation letters. If found to be invalid, the bidder shall score 0.	<b>Demonstrate relevant experience of establishing a Fleet Management Unit.</b>	<b>30</b>	1. Signed reference letters (on client's letterhead) not older than 10 years. Letter must have all the contact details of the client.  2. Certified completion certificate.	
	1. Bidder has successfully implemented 5 or more Fleet Management Unit.	30		
	2. Bidder has successfully implemented 3 to 4 Fleet Management Unit.	20		
	3. Bidder has successfully implemented 1 to 2 Fleet Management Unit.	10		
<b>2. Professional Team</b>	<b>Project Leader and Team Members (sector professionals)</b> (Points for each professional team member will be allocated as shown below).	<b>70</b>	<b>Curriculum Vitae (CV) with contactable references and certified copies of qualifications</b>	



Criteria	Description	Points	Means of verification	Service Provider Score
<b>2.1 Project Leader</b>	1. Successfully managed 5 or more similar projects	15	Curriculum Vitae (CV) with contactable references and NQF level 8 or higher qualification in Project Management	
	2. Successfully managed 3 to 4 similar projects	10		
	3. Successfully managed 1 to 2 similar projects	5		
<b>2.2 Team Member (Fleet Management sector)</b>	1. Worked in the sector for 5 or more years	15	Curriculum Vitae (CV) with contactable references and a minimum NQF level 7 qualification in Fleet Management OR Transportation Management OR Logistics Management	
	2. Worked in the sector for 3 to 4 years	10		
	3. Worked in the sector for 1 to 2 years	5		
<b>2.3 Team Member (Finance sector)</b>	1. Worked in the sector for 5 or more years	10	Curriculum Vitae (CV) with contactable references and a minimum NQF level 7 qualification in Financial Accounting or similar	
	2. Worked in the sector for 3 to 4 years	7		
	3. Worked in the sector for 1 to 2 years	5		
<b>2.4 Team Member (Business Development/ Organisational Development sector)</b>	1. Worked in the sector for 5 or more years	10	Curriculum Vitae (CV) with contactable	
	2. Worked in the sector for 3 to 4 years	7		



Criteria	Description	Points	Means of verification	Service Provider Score
	3. Worked in the sector for 1 to 2 years	5	references and a minimum NQF level 7 qualification in Business Development/ Organisational Development	
<b>2.5 Team Member (Business System Development sector)</b>	1. Worked in the sector for 5 or more years	10	Curriculum Vitae (CV) with contactable references and a minimum NQF level 7 qualification in System Development OR information technology OR information systems	
	2. Worked in the sector for 3 to 4 years	7		
	3. Worked in the sector for 1 to 2 years	5		
<b>2.6. Team member (Mechanical Technician)</b>	1. Worked in the sector for 5 or more years	10	Curriculum Vitae (CV) with contactable references and a minimum NQF level 7 Mechanical Engineering	
	2. Worked in the sector for 3 to 4 years	7		
	3. Worked in the sector for 1 to 2 years	5		
<b>TOTAL POINTS</b>		100		

**Stage 3 - Price and Preference Points System**

This invitation is issued in terms of section 5 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its Regulations, 2022.

- a) This bid is issued with [80/20 or 90/10] preference points system.
- b) The applicable preference point system for this bid is 80/20 preference point system wherein 80 points will be allocated for price and 20 points will be allocated for specific goals as follows:

<b>The specific goals allocated points in terms of this tender</b>	<b>Points</b>	<b>Acceptable Proof for Allocation of Points</b>
<b>Price</b>	80	
<b>Specific Goals:</b>	20	
a) An EME or QSE which is at least 51% owned by black people	10	B-BBEE Certificate/ Sworn Affidavit
b) South African Owned Enterprises	5	CIPC company registration documents or CSD Report
c) An EME or QSE which is at least 51% owned by black women	3	B-BBEE Certificate/ Sworn Affidavit
d) An EME or QSE which is at least 51% owned by black youth	2	B-BBEE Certificate/ Sworn Affidavit
<b>Total</b>	<b>100</b>	

- c) It is mandatory for tenderers to complete SBD 6.1 to claim the points for specific goals, failure to complete the SBD 6.1 shall be interpreted to mean that the points for specific goals are not claimed.

**3. Bid Appeal Tribunal (BAT)**

The Bid Appeals Tribunal was established per the Treasury Regulation 16A9.3 and Section 18(1) of the KwaZulu-Natal Supply Chain Management Policy Framework. Treasury Regulation 16A9.3 empowers National and Provincial Treasury to establish a mechanism to consider complaints and make recommendations for remedial actions to be taken for the non-compliance with the norms and standards. Section 18(1) of the KZN SCM Policy Framework empowers the MEC for Finance to establish an independent and impartial Bid Appeals Tribunal. In line with Paragraph 19 of the KZN SCM Policy Framework of 2006 the following procedure must be followed to lodge an appeal:

- 2.2. The bidder must, within five working days of receipt of the notification of an award, deliver written notification of an intention to appeal.
- 2.3. The bidder may, together with the notification of intention to appeal under paragraph (2) of the KZN SCM Policy Framework, deliver a request for written reasons for the award of the said bid.



- 2.4. The Bid Adjudication Committee or a delegate of an accounting officer must deliver to the appellant the written reasons requested under paragraph (3) of the KZN SCM Policy Framework within ten working days.
- 2.5. The appellant must, within ten working days of receipt of the written reasons delivered under paragraph (4) of the KZN SCM Policy Framework, or, failing a request for written reasons under paragraph (3) of the KZN SCM Policy Framework, within ten working days of giving notice under paragraph (2) of the KZN SCM Policy Framework, submit written representations to the Bid Appeals Tribunal, indicating sufficiently and without unnecessary elaboration the grounds and basis of the appeal and the nature of the complaint.
- 2.6. Upon receipt of a notice of intention to appeal, the Bid Appeals Tribunal must notify other bidders who may be adversely affected by the appeal, in writing of the appeal and invite them to respond within five working days. The address provided for the lodging of appeals is:

**a) Via email to:**

[Batsecretariat@kzntreasury.gov.za](mailto:Batsecretariat@kzntreasury.gov.za); or

**b) Via post/hand delivery to:**

The Chairperson,  
Bid Appeals Tribunal,  
Private Bag X9082,  
Pietermaritzburg,  
3200



## **SECTION M: TERMS OF REFERENCE**

### **SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF TRANSPORT WITH THE ESTABLISHMENT OF A PROVINCIAL FLEET MANAGEMENT UNIT.**

#### **1. PURPOSE**

The purpose of this Bid is to invite service providers who specialise in organisational and business process development to assist the department with the establishment of a Provincial Fleet Management Unit for the period of 48 months.

#### **2. BACKGROUND**

The Department of Transport in the province of KwaZulu-Natal is responsible for procurement of motor vehicle fleet required by the end users in the province. After vehicles are procured, they are handed over to the user section who are responsible for management, maintenance and disposal of vehicles. This approach presents a challenge of fragmentation of functions of fleet management in the province rendering inefficiencies and lack of optimal fleet management. In 2018, in order to resolve challenges of fleet management in the province, the department conducted a feasibility study to determine the best model for government fleet management. As part of the feasibility study, the department conducted an international and domestic best practice assessment of efficiencies/inefficiencies and value for money on the current approach and the responsiveness of the current approach to vehicle needs specification.

The feasibility exercise concluded that the best model for government vehicle fleet management is centralisation and consolidation of all fleet management functions under one institutional unit as opposed to the current decentralised approach which is used in the Province. The performance of functions defined in the scope hereunder are aimed at putting in motion a process towards the establishment of one unit in the department which will be responsible for management of all provincial government vehicles including plant, equipment and special purpose vehicles. In view of the above, the Department requires the assistance of a fleet management specialist that will assist the department in establishing a Provincial Fleet Management Unit.



### **3. SCOPE OF WORK**

The appointed Service Provider will be required to assist the Department in the establishment of a Provincial Fleet Management Unit within the Department of Transport.

The following Scope of Work must be achieved by the appointed Service Provider for establishing a Provincial Fleet Management Unit on behalf of the Department of Transport.

#### **3.1 Establishment of a Provincial Fleet Management Unit in accordance with Government Legislative Prescripts and Procedures for the effective management of the Provincial Fleet.**

The Service Provider will be required to ensure that the Unit is compliant with all necessary requirements in terms of DPSA and all applicable Legislation when establishing the Unit within the Department.

The Service Provider must ensure that when establishing a Unit for fleet management within the province, the management of the fleet must still be compliant with Provincial and National prescripts, i.e., but not limited to:

- Public Finance Management Act.
- Supply Chain Management Prescripts.
- National and Provincial Treasury Regulations.
- Government Motor Transport Handbook.
- Guide for Members of the Executive.

#### **3.2 Phased Approach with Deliverables**

A phased approach must be applied for the deliverables as per the table below. It is expected that Phases 1,2,3 and 4 will be completed in the first 24 months and Phase 5 will be from month 25 to 48.

The support phase will only start once all the four phases have been successfully completed by the service provider.

Payment milestones will be at the end of each successfully completed phase.



1. PHASE ONE	2. PHASE TWO	3. PHASE THREE	4. PHASE FOUR
1.1. Approved inception report	2.1. Approved Provincial vehicle needs assessment procedure.	3.1. Model for Provision of Suitable Facilities in four regions	4.1. One Fleet Fuel Management Strategy
1.2. Stakeholders' engagement report.	2.2. Establishment of a Provincial Fleet Unit in accordance with the Government Legislative Prescripts and Procedures for the effective management of the Provincial Fleet-One fleet management unit	3.2. Vehicle Replacement Strategy/ Model for ten years.	4.2. Electric vehicle Management Strategy.
1.1. Approved take on strategy and fleet register:  <ul style="list-style-type: none"> <li>One approved provincial take on strategy</li> <li>One verified final provincial fleet register</li> </ul>	2.3. Detailed Human Resource Plan	3.3. Leasing Model of Vehicles to User Departments.	4.3. Other cost management plan (Toll Fee payments, registration and licensing of vehicles).
1.2. One Detailed Report:  One detailed Fleet Unit Capex and Apex		3.4. Maintenance and Repairs plan for all state vehicles	4.4. Vehicles Disposal Strategy
1.3. Approved policies and manuals: All policies and manuals required (refer to Scope of work 3.19)		3.5. Vehicle Tracking and Utilization Management solution specification	4.5. Contracts Management Plan
			4.6. Insurance plan for High-Risk Vehicles (vehicles which get hijacked the most in SA. e.g VW polo vivo)



1. PHASE ONE	2. PHASE TWO	3. PHASE THREE	4. PHASE FOUR
			4.7. Workshop and equipment Management.
			4.8. Risk Management Strategy and Register.

In addition to the above, the following key deliverables are also envisioned for Phase 5, being the support of the implementation of the Take-On Strategy:

**3.2.1 Existing Provincial vehicles.**

The service provider will present the Department with a **Take on Strategy** for the transfer of all existing state vehicles to the Unit. This will include the actual takeover and management of the transition to the new unit. The service provider will prepare all documentation required for the takeover.

**3.2.2 Vehicle asset register.**

The Service Provider will be required to compile a detailed electronic asset register of all state-owned vehicles in the province, not limited to the following:

- General Purpose Vehicle.
- Yellow Fleet.
- EMS /Red Fleet.
- Special Purpose Traffic Management Vehicles.

**3.2.3 Entity Inception Capex.**

The Service Provider must assist the Department in securing initial capex for establishment of the Unit and the initial delivery of vehicles.

**3.2.4 Needs assessment.**

The service provider must determine the needs for the province in terms of vehicle requirements and provide an accurate projection of the vehicles that will be required for the next 5 years. The service provider will be required to provide an estimated cost for the above-mentioned projection considering escalation at CPIX.

**3.2.5 Specification for Fleet Management Information System.**

The Service Provider in consultation with the Department must provide a specification for a comprehensive and effective Fleet Management System.

**3.2.6 Specification for Financial Management System.**

The Service Provider in consultation with the Department must provide a specification for a comprehensive and effective Financial Management and Leasing System for the Unit to be able to recover costs from end user Departments and pay the vehicle manufacturers, merchants etc.



### **3.2.7 Human Resource Management.**

Service Provider must provide a detailed Organisational Structure and Development Plan which must reflect the costs for the implementation of the Structure.

Service Provider must determine the required budget to establish the Unit including assets required.

### **3.2.8 Provision of Suitable Facilities, Workshop and Equipment Management.**

The Service Provider will be required to conduct an assessment on the state of readiness of the existing state garages in the various districts and make recommendations to the Department in relation to what additional resources will be required to capacitate these garages, to ensure that these facilities are fully functional. In addition, service provider to redesign the existing government garage as suitable facilities fit for purpose.

The Service Provider will be required to conduct an assessment throughout the various districts in line with the District Development Model within the province to determine areas where there is a lack of facilities for the maintenance and safekeeping of state vehicles. Furthermore, the Service Provider will be required to assist the Department to determine any additional facilities that may be required.

Service Provider must provide a detailed plan for the official accommodation/office space in line with the proposed Organisational Structure.

### **3.2.9 Acquisition and Replacement of all Provincial Vehicles.**

The Service Provider to develop a procedure manual on how to conduct needs assessments before procuring state vehicles. The service provider must determine most cost-effective way of procuring/ replacement, branding and fitment of accessories to all provincial fleet in compliance with the relevant legislative prescripts as well as registration and licensing of motor vehicles.

### **3.2.10 Leasing Model of Vehicles to User Departments.**

Service Provider must provide a leasing financial model, in accordance with the Treasury requirements, that covers the capital expenditure running costs of the Fleet Unit and the maintenance and repairs of the state vehicles.

Service Provider must provide a detailed lease agreement in consultation with the Department's Legal Services which will be used by the entity when leasing out vehicles to user Departments.



**3.2.11 Maintenance and Repairs of all state vehicles.**

The Service Provider must determine the most cost-effective way of maintaining the fleet in compliance with the relevant legislative prescripts and when required the Service Provider, in conjunction with the Department must assist in the development of terms of reference for the Provincial fleet maintenance contracts.

**3.2.12 Vehicle tracking and utilization management.**

The Service Provider must determine most cost-effective way of utilising a tracking solution for the fleet in compliance with the relevant legislative prescripts.

**3.2.13 Fleet Fuelling, EV charging, Toll Fee payments, registration, and licensing.**

The Service Provider must recommend the most cost-effective method for the fuelling, EV charging, toll fees payments, registration, and licensing of the Provincial fleet.

**3.2.14 Fleet Disposal.**

The Service Provider must develop a policy for the disposal of vehicles, which must recommend the most cost-effective method for the disposal of the fleet in compliance with the relevant legislative prescripts, including ensuring that vehicles are deregistered on NaTIS and updated accordingly on the department's asset register.

**3.2.15 Develop Service Level Agreements.**

Service Provider to develop all service level agreements with users for the provision of vehicles so that the unit provides vehicles and maintenance in line with the needs and requirements of end users.

**3.2.16 Contract Management.**

The Service Provider must develop and recommend the most cost-effective contract management system to monitor and keep an accurate record of all contracts as well as ensuring timeous renewal of all contracts.

**3.2.17 Risk Management.**

The Service Provider must in consultation with the Department's Risk Management Section, prepare a Fleet Risk Management Strategy and Register and proposed ways to mitigate those risks.

**3.2.18 Insurance of High-Risk Vehicles.**

The Service Provider must recommend the most cost-effective method for the Insurance of High-Risk Vehicles in compliance with the relevant legislative prescripts.



### **3.2.19 Develop policies and procedure manuals**

*The Service Provider must develop the following:*

- Standard Operating Procedure manuals.
- Unit Standard Based training material.
- Provincial fleet management policy.
- Vehicle asset management policy.
- Vehicle disposal policy.
- Asset verification procedure manual (automated verification).
- Vehicle distribution manual (Leasing policy).
- Financial policy for fleet management.
- Procedure manual for electrical vehicles management.
- Driver competency and safety manual.
- Provincial vehicle needs assessment policy and procedure manual.
- Revenue Management policy.
- Debt Management policy.

## **4. PROJECT DURATION**

The anticipated period for the establishment of the fleet Unit is forty-eight (48) Months, including support. Twenty-four months (24) for the establishment of the Provincial Fleet Management Unit and twenty-four months (24) for the post establishment support. The months for support will only start when all 4 phases have been successfully completed by the services provider.

## **5. PROJECT PRICING**

Bidders must price for each phase using SBD 3.3. The price offered must include professional fees, taxes and disbursements as an inclusive rate.

## **5. COMPETENCIES AND EXPERIENCE REQUIRED**

The Service Provider shall comprise of a team, managed by a Project Leader with Project Management experience and qualifications in the Fleet Management sector. The members of the team must have both the



skills and experience necessary to undertake the range of tasks set out in these specifications. Everyone on the team must be personally available to do the work as and when required. The Project Leader will be held accountable, in terms of the contract, for ensuring project deliverables and for the professional conduct and integrity of the team.

**The competencies and experience required of the Service Provider are as follows:**

- Organisational development experience.
- Business processes development experience.
- Fleet Management and technical experience.
- Financial analysis, with relevant project finance experience.
- Commercial Legal, with relevant South African experience in the drafting and negotiating of agreements / contracts.
- Planning management.
- Project Management.
- Policy development within fleet management environment.
- System development experience.

**6. SKILLS REQUIRED**

For the Project Team to deliver on the appointment, the following minimum competency, skills and resources will be required in the team:

- Fleet Management Expertise.
- Financial management skills in the fleet environment.
- Fleet Management Policy Expert.
- Profound knowledge and application of legislation governing Government Motor Transport.
- Cost Analysis expert.
- Stakeholder engagement specialist with specific relevant experience within transport sector.
- Data gathering, capturing and analysis.
- Institutional development.
- Organisational Development expertise.
- Business process development expertise.



## 7. THE PROPOSAL

Service provider must submit proposal that adequately demonstrate understanding of the scope of work as articulated in paragraph 3 of Section M. The proposal should also incorporate the:

No.	Subject
1	Approach and Methodology
2	Implementation Plan, e.g. Gantt chart, or equivalent including milestones/ deliverables, activities, resource allocation, timeframes, and resource allocation
3	Team Structure - Organogram
4	Detailed costing of the 5 Phases

**A compulsory briefing session will be held by the department with interested bidders.**