



BID DOCUMENT

APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SERVICES IN INTERNAL CONTROLS SYSTEMS AND FINANCIAL ADMINISTRATION TO THE ENTITY FOR A PERIOD OF 3 YEARS (36 MONTHS)

FMB 002 - 2024/25:



BID DOCUMENT SUBMISSION CHECKLIST FOR FMB 002 – 2024/25:

DOCUMENTS	YES	NO	N/A
➤ SBD 1: - Part A – Invitation to bid. - Part B – Terms and Conditions for Bidding (Completed and Signed)			
➤ SBD 4: Bidder's Disclosure (Completed and Signed)			
➤ SBD 6.1: Preference points claim form in terms of the Preferential Procurement Regulations 2022. (Completed and signed)			
➤ Section 2: Terms of Reference			
➤ Originally certified copies of qualifications and affiliation certificate of Project Leader (Valid for six (6) months from the date of advertisement)			
➤ Completed and signed Annexure B Curriculum Vitae			
➤ Originally Certified copies of qualifications of each Team Member (Valid for six (6) months from the date of advertisement)			
➤ Originally certified copies of qualifications and affiliation certificate/s of experts (Valid for six (6) months from the date of advertisement).			
➤ Originally certified copies of client reference letters			
➤ Originally certified copy of the companies and intellectual property commission company registration Certificate/ /Consortium; (With list of Director(s) and/or Member(s), and /or Partnerships Certificate			
➤ The signatory is duly authorized by the members of the CC/ directors of the company/Joint ventures /consortiums.			
➤ MAAA Number			
➤ Section 3: Special Conditions of Contract			
➤ Section 4: General Conditions of Contract			
➤ Annexure A: Consortium/ Joint Venture/Sub-Contractor Concern (If applicable) (Completed and Signed)			
➤ Annexure B: Curriculum vitae (completed and signed) <u>NB:</u> In addition to the CV template (Annexure B) that must be completed and signed for the Project Leader and each team member it is compulsory to attach their original certified copies of Qualification and affiliation certificates (Valid for six (6) months from the date of advertisement)			
Please mark the applicable box.			



SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (FLEET MANAGEMENT TRADING ENTITY ENTITY)					
BID NUMBER:	FMB002/2024/2025	CLOSING DATE:	08/04/2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SERVICES IN INTERNAL CONTROLS SYSTEMS AND FINANCIAL ADMINISTRATION TO THE ENTITY FOR A PERIOD OF 3 YEARS (36 MONTHS)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Perm Building					
45 Charlotte Maxeke Street					
Ground Floor – Tender Box					
Bloemfontein, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Me. Nthabiseng Hlole/ Mr. DJ Rampitsang		CONTACT PERSON	Mr. Neo Mahlophe	
E-MAIL ADDRESS	hlole@fsfleet.gov.za; rampitsangd@fsfleet.gov.za		E-MAIL ADDRESS	Mahlophen@fsfleet.gov.za	
TELEPHONE NUMBER	051 400 5266/060 843 6603/051 400 5205				
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	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding;
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates;
- 3.5 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;

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



- 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 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; and
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all the 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:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 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) The **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:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

(The second stage of evaluation on the approved list of Panel of Experts will be on price and specific goals, subject to 80/20 preference points system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 000 000.00.)

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 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{80/20 \cdot P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR INTERNAL CONTROLS SYSTEMS AND FINANCIAL ADMINISTRATION

3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left(1 + \frac{80/20 \cdot P_t - P_{max}}{P_{max}} \right)$$

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 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system.
 - (b) any other invitation for tender, that either the 80/20 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 the 80/20 preference point system.

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

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)	Proof of documents to be attached
Youth {Black Ownership more than 50%} (NB: Youth is defined as any South African with the age between 18 and 35 years)	5		Sworn Affidavit (Not older than three months) / CIPC
Women {Black Ownership more than 50%}	5		Sworn Affidavit (Not older than three months) / CIPC
HDI {Ownership more than 50%}	5		Sworn Affidavit (Not older than three months) / CIPC
People with disability (Definition as per GCC)	5		Medical Certificate
Total	20		



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]

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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:



SECTION 2

FLEET MANAGEMENT TRADING ENTITY

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SERVICES IN INTERNAL CONTROLS SYSTEMS AND FINANCIAL ADMINISTRATION TO THE ENTITY FOR A PERIOD OF 3 YEARS (36 MONTHS)

FMB 002 - 2024/25



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1. PROJECT BACKGROUND

- 1.1 Fleet Management is an entity within Department of Community Safety Roads and Transport, that is managed as a business and operates along business principles. It generates revenue by delivering a service and finances its own expenditures through revenue generated.
- 1.2 Fleet Management Trading Entity provides various services to numerous Entities and provincial departments as well as few national departments. The Entity offers the following services:
- Fleet Rental Services.
 - Transport Services.
 - Basic Earthmoving Services.
 - Client Advisory Services.
 - Technical Support Services.
- 1.3 Fleet Management Trading Entity has two core objectives, namely:
- To ensure the effective and efficient management and administration of all government vehicles and equipment in the Free State Province.
 - To support and strengthen the service delivery capacity of targeted Local Authorities throughout the Free State Province.

2. SCOPE OF WORK

2.1 The scope of work but not limited to (Refer to Annexure A):

- Performing year-end procedures.
- Preparation of interim financial statements for the periods ending on the accounting framework of the Entity
- Preparation of annual financial statements for the periods ending on the accounting framework of the Entity.
- Overseeing the negotiations, design and implementation for the migration to a new vehicle management system.
- Reporting to executive management and the audit committee members about the financial affairs of the entity.
- Assisting in addressing the audit report and management letter matters raised in the prior years', as well as during the contract.
- Performing the valuations of the GMT fleet.
- Physically verifying all small assets and updating the asset register accordingly.
- Reviewing expenditure for possible irregular expenditure and where necessary, prepare investigation reports.

It is foreseen that each seconded staff should be available on-site during the period for at least 1,700 hours per year. The total estimated required hours required will be 3,400 hours per year.



3. SERVICE PROVIDERS REQUIREMENTS

The prospective service providers must be results-driven and should be able to handle the pressures of the assignment. Furthermore, the prospective service providers must provide the following resource requirements:

- 3.1 A track record of success in the compilation of GRAP Compliant Annual Financial Statements, preparation and updating of the Fixed Asset Register in the local government and/or Departments/public entities.

Reference letters from at least three (3) or more local government and/or Departments or public entities clients within the past five (5) years that received unqualified audit outcomes.

NB the service provider will incur costs of procuring the services of the above mentioned in paragraph 4.2.

- 3.2 The assignment Project Leader must have the following:

- A recognized postgraduate qualification in Financial Accounting on NQF Level 8.
- 10 years or more relevant working experience related to the compilation of GRAP Annual Financial Statements and Fixed Asset Registers in local government Entity/public entities.
- Knowledge of the Entity prescripts, particularly knowledge of the PFMA, GRAP, and SCOA.
- Member of either SAICA professional body; and
- Must be fluent in English, both written and spoken word.
- Must be computer literate and have excellent technical and report writing skills.

N.B: It is compulsory to attach a completed and signed Annexure B (by the project leader concerned), originally certified copies of qualifications and original certified copies of affiliation certificate/s of the relevant professional bodies (Valid for six (6) months from the date of advertisement).

- 3.3 Internal Controls Systems and Financial Administration Team members **(minimum of 2)** must have the following:

- A recognized qualification in Financial Accounting on NQF Level 7.

- 5 years' relevant working experience related to the compilation of GRAP Annual Financial Statements and Fixed Asset Registers in local government and public entities.
- Knowledge of the Entity prescripts, particularly knowledge of the PFMA, GRAP and Entity Standard Chart of Accounts (SCOA).
- Must be fluent in English, both written and spoken word.
- Must be computer literate and have excellent technical and report writing skills.

N.B: It is compulsory to attach a completed and signed Annexure B (by the team member concerned), originally certified copies of qualifications (Valid for six (6) months from the date of advertisement).

3.4 The following administrative requirements to be completed and submitted with the bid:

- SBD 1: Invitation to bid.
 - CSD MAA Number.
 - Tax Compliance System Pin.
- SBD 4: Bidder's disclosure
- SBD 6.2: Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022
- A copy of the companies and intellectual property commission company registration Certificate/Consortium; (With list of Director(s) and/or Member(s), and/or
- Partnership Certificate
- The signatory is duly authorized by the members of the CC/ directors of the company/Joint ventures /consortiums.

4. DURATION OF THE PROJECT AND LOCATION

- The panel list will be for a duration of three (3) years.
- The service providers will be accommodated (office space) and will be required to work at the relevant Entity where the service is required.

5. PROJECT MANAGEMENT ISSUES

- 5.1 Project Management support will be provided by the Entity Finance Management Chief Directorate in the Fleet Management Trading Entity, which has to promote and improve the state of financial governance and management at local government level.
- 5.2 This project will be facilitated by the project steering committee consisting of officials from Fleet Management Trading Entity.
- 5.3 The project steering committee will require bi-weekly progress reporting in a format suitable for extracting information as required. A monthly report to be submitted to the Accounting Officer of the Fleet Management Trading Entity and ad-hoc reports will be required on a need basis.
- 5.4 The service provider will prepare a detailed work plan for the duration of the contract in consultation with the project steering committee, this shall be the basis for the monitoring of performance and achievements.
- 5.5 Draft closure reports will be submitted prior to the completion date of the contract to allow comprehensive inputs to support the finalisation and actual closure of the project.
- 5.6 A final closure report per relevant Entity to be submitted on completion of the project.
- 5.7 All reports should be provided in soft and hard copy.
- 5.8 All electronic and hard copy information captured/utilized to provide the output of the project remains the property of the relevant Entity and cannot be used or shared, whether for profit or otherwise with any other party, without written permission from the relevant Entity except for Fleet Management Trading Entity at the end of the project.
- 5.9 The relevant Entity will be responsible to ensure that all the required documentation is readily available when requested by the service provider within the agreed period.

NB: The Fleet Management Trading Entity reserves the right to withdraw and/or terminate the services if the performance of either party (Entity and service provider) is not satisfactory.

6. STEERING COMMITTEE

- 6.1 A dedicated Project Steering Committee will provide strategic guidance, support, monitor and evaluate progress, outputs, target on key deliverables, compliance to reporting guidelines and provide oversight as specified.
- 6.2 This Project Steering Committee will be consisting of officials from the Fleet Management Trading Entity and relevant Entity.

7. DELIVERABLES

- 7.1 The outputs required will be specified for each category(ies) of service when the work is allocated in the table above (paragraph 3.2).
- 7.2 The approved list of Service Providers must have the capacity, skills, and experience to provide the services required at a level acceptable to the Fleet Management Trading Entity and upon signing the Service Level Agreement.

8. REPORTING REQUIREMENTS

- 8.1 The successful bidders will report to the Accounting Officer of the Fleet Management Trading Entity in accordance with the terms and conditions documented in service level agreements, letters of engagement or contracts.
- 8.2 Projects will be initiated by means of service level agreements or letters of engagement and verbal briefings may be given where it is considered appropriate and necessary.
- 8.3 The service provider will be expected to provide the following reports:

Name of report	Content
Preparation plan	Analysis of existing work and work plan for the project
Bi-Weekly report	Bi-Weekly progress report on Annual Financial Statements and Fixed Assets Register
Monthly report	Monthly status report on Annual Financial Statements and Fixed Assets Register
Closeout/Handover report	To be submitted at the end of the assignment

9. NON-COMMITMENTS

- 9.1 Fleet Management Trading Entity is not bound to award any of the bids submitted.
- 9.2 Fleet Management Trading Entity reserves the right to withdraw or amend these terms of reference/ specification by notice in writing to all parties who have received the terms of reference/specification prior to the closing date.
- 9.3 The cost of preparing bids will not be reimbursed.
- 9.4 Nonresponsive bids will not be considered for evaluation.

10. REVIEW PROCESS

- 10.1 Documents submitted on time by bidders shall not be returned and shall remain the property of Fleet Management Trading Entity.
- 10.2 All bids duly lodged will be evaluated in accordance with the evaluation criteria.
- 10.3 Fleet Management Trading Entity may require presentations from short-listed bidders as part of the bid evaluation process.

11. REASONS FOR REJECTION OF THE BID

- 11.1 Fleet Management Trading Entity shall reject bids that are not in accordance with specifications / Terms of Reference.
- 11.2 Bidders will not contact Fleet Management Trading Entity on any matter pertaining to their bids from the closing date to the time the bid has been adjudicated. Any effort by a bidder to influence the bid evaluation or adjudication will result in rejection of the bid concerned.
- 11.3 Fleet Management Trading Entity will disregard any submission if that bidder or any of its directors are guilty of the following transgressions:
- Have abused the Supply Chain Management (SCM) system of government.
 - Have committed proven fraud or any other improper conduct in relation to such system.
 - Have failed to perform on any previous contract and the proof thereof exists.
 - Is restricted from doing business with the public sector; and

- If such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

12. EVALUATION CRITERIA

12.1 The Bids will be evaluated on functionality; whereby potential service providers are expected to score minimum points of **32 out of 40 points (80%)** for functionality. Failure to score the required minimum requirements then the bidder will be disqualified.

12.2 Bidders have to, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

12.3 Then the second stage of evaluation on the approved list of panel of experts will be on price and specific goals, subject to **80/20** preference points system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below **R50 000 000.00**.



12.4 The **evaluation criteria on functionality** for listing of panel of experts (***separate from price and Specific***) will be as follows:

Criteria	Proof to be Attached	Points
<i>Managerial experience of staff to be seconded:</i> - Primary team member (i.e. CA(SA)) to take lead of the project, with over 10 years' post article experience in the public sector (<i>allocated on a full-time basis and on site</i>) = 10 points - Primary team member (i.e. CA(SA)) to take lead of the project, with between 5 years' and 10 years' post article experience in the public sector (<i>allocated on a full-time basis and on site</i>) = 5 points - Primary team member (i.e. CA(SA)) to take lead of the project, with less than 5 years' post article experience in the public sector (<i>allocated on a full-time basis and on site</i>) = 0 points - The primary team member should be available on-site for the duration of the project.	Proof indicating Experience post article experience	10
<i>Proven track record</i> A track record of success in the compilation of GRAP compliant Annual Financial Statements, preparation - More than 3 letters = 10 points 3 letters = 5 points - Less than 0 letters = 0 points	Reference letters from at least three (3) or more local government and/or Entity within the past five (5) years that received unqualified audit outcomes.	10
<i>Qualifications of staff to be seconded:</i>	CA Registration Certificate	10



Criteria	Proof to be Attached	Points
Demonstrate the ability that the team members possessing the following qualifications, will be available and on-site for the duration of the contract (15 points): One of the seconded team members to be registered as a chartered account (CA(SA)) = 7.5 points		
<i>Methodology and Process Plan</i>	Proposed Methodology and Process Plan.	5
<i>Locality of service provider:</i> - Free State based = 5 points - Outside the province = 0 points	Proof indicating that Entity rates or Rental invoice are up to date which is not older than three months or Lease Agreement with a Current Bill of Account not owing more than Ninety (90) days	5
Total		40



Count	Activity	Deliverable	Hours: Official 1	Rate: Official 1	Hours: Official 2	Rate: Official 2	Total cost (incl. VAT)
	- GMT assets	Update fixed asset register with additions and disposals, calculate depreciation, perform a depreciation reconciliation, reconcile revaluation surplus, perform GMT fleet reconciliation, calculate profit and loss on disposals, and perform a reconciliation on vehicles auctioned.					
	- Trade Receivables	Compile BAS aging summary. Discounting of trade receivables.					
	- Revenue Discounting	Discounting of RBE revenue at year end					
	- Trade Payables	Prepare a list of accruals					
	- Provisions	Calculate the following Provisions: - Bonus; - Leave Pay; and - Long Service Awards.					
	- Related parties	Calculate the amounts owing by/owing to related parties and perform the related parties' reconciliation. Calculate and disclose annual management salaries.					
	Activity	Deliverable	Hours: Official 1	Rate: Official 1	Hours: Official 2	Rate: Official 2	Total cost (incl. VAT)
	- Contingent Liabilities	Determine the Contingent Liabilities of Housing Guarantees and Labour Related Cases if any					



	- Commitments	Calculate LOGIS Commitments					
	- Prior period error	Disclosure of any identified prior period errors.					
2	Technical review of AFS before submission	Review of the AFS before submission.					
3	Preparation of the detailed accounting working files that support the annual financial statements (including supporting documentation for journals).	Preparation of the detailed accounting working files that support the annual financial statements (including supporting documentation for journals).					
6	Assist with the determining of completeness for revenue	A detailed comparison between the odometer readings listed on the FNB report and the odometer readings provided by each Entity and Fleet Management Trading Entity for every vehicle. Differences to be followed up.					
7	Assist with the determining of completeness for assets	A detailed comparison between the assets listed on the progress report and the assets loaded onto ADM. Differences to be resolved.					
8	Assessment of possible irregular expenditure	Assess acting allowances, overtime and other (if needed) to determine possible irregular expenditure.					
Count	Activity	Deliverable	Hours: Official 1	Rate: Official 1	Hours: Official 2	Rate: Official 2	Total cost (incl. VAT)
9	Preparation of lease schedules for user departments	Calculate the operating lease commitment that user departments should disclose in their financial statements. Determine lease periods that have come to an end and adjust lease schedule and tariffs					



		accordingly. Perform a review to ensure tariffs as per ADM agree to the approved tariffs.					
10	Contingent Liabilities	Disclose the P51 Cases					
11	Accident Reserve	Calculate amount to disclose					
12	Irregular and fruitless & wasteful expenditure	Review payments made during the period, against the awards made during the current or prior financial years, and evaluate the compliance with SCM regulations.					
13	Financial reporting	Prepare reports for the executive management and the audit committee in terms of the financial affairs of the entity.					
14	Prior year matters	Assisting with addressing and resolving the prior year matters included in the audit report and management report					
15	Post audit action plan (PAAP)	Preparing, updating and monitoring the implementation of the PAAP. Reporting on the progress of the implementation of the PAAP.					
Count	Activity	Deliverable	Hours: Official 1	Rate: Official 1	Hours: Official 2	Rate: Official 2	Total cost (incl. VAT)
16	Review of policies	Review and update the policies, to ensure that the control environment of the entity is functioning effectively.					
17	Information systems	Assisting with negotiations, design and implementation for the migration to a new Workflow Management System Designing and implementing internal					



		controls for the new Workflow Management System. Testing and evaluation of the systems on a continuous basis to ensure that the system is functioning effectively.					
18	Valuations of fleet assets	Performance of valuations of the GMT fleet.					
19	Physical verification of small assets	Physical verify all small assets and update the fixed asset register accordingly.					
Grand Total – Year 1							

Year 2:

Count	Activity	Deliverable	Hours: Official 1	Rate: Official 1	Hours: Official 2	Rate: Official 2	Total cost (incl. VAT)
1	Technical review of AFS before submission	Preparation of Excel and Word based annual and interim financial statements for submission to the AGSA and Provincial Treasury for the three years.					
	- RBE assets	Calculate depreciation, perform a RBE fleet reconciliation and propose journals					
	- Small assets	Update fixed asset register, perform reconciliation and propose journals for: - Office Equipment; - Tools; and - Equipment.					



Count	Activity	Deliverable	Hours: Official 1	Rate: Official 1	Hours: Official 2	Rate: Official 2	Total cost (incl. VAT)
	- GMT assets	Update fixed asset register with additions and disposals, calculate depreciation, perform a depreciation reconciliation, reconcile revaluation surplus, perform GMT fleet reconciliation, calculate profit and loss on disposals, and perform a reconciliation on vehicles auctioned.					
	- Trade Receivables	Compile BAS aging summary. Discounting of trade receivables.					
	- Revenue Discounting	Discounting of RBE revenue at year end					
	- Trade Payables	Prepare a list of accruals					
	- Provisions	Calculate the following Provisions: - Bonus; - Leave Pay; and - Long Service Awards.					
	- Related parties	Calculate the amounts owing by/owing to related parties and perform the related parties' reconciliation. Calculate and disclose annual management salaries.					
	- Contingent Liabilities	Determine the Contingent Liabilities of Housing Guarantees and Labour Related Cases if any					
	- Commitments	Calculate LOGIS Commitments					



Count	Activity	Deliverable	Hours: Official 1	Rate: Official 1	Hours: Official 2	Rate: Official 2	Total cost (incl. VAT)
	- Prior period error	Disclosure of any identified prior period errors.					
2	Technical review of AFS before submission	Review of the AFS before submission.					
3	Preparation of the detailed accounting working files that support the annual financial statements (including supporting documentation for journals).	Preparation of the detailed accounting working files that support the annual financial statements (including supporting documentation for journals).					
6	Assist with the determining of completeness for revenue	A detailed comparison between the odometer readings listed on the FNB report and the odometer readings provided by each Entity and Fleet Management Trading Entity for every vehicle. Differences to be followed up.					
7	Assist with the determining of completeness for assets	A detailed comparison between the assets listed on the progress report and the assets loaded onto ADM. Differences to be resolved.					
8	Assessment of possible irregular expenditure	Assess acting allowances, overtime and other (if needed) to determine possible irregular expenditure.					
9	Preparation of lease schedules for user departments	Calculate the operating lease commitment that user departments should disclose in their financial statements.					



Count	Activity	Deliverable	Hours: Official 1	Rate: Official 1	Hours: Official 2	Rate: Official 2	Total cost (incl. VAT)
		Determine lease periods that have come to an end and adjust lease schedule and tariffs accordingly. Perform a review to ensure tariffs as per ADM agree to the approved tariffs.					
10	Contingent Liabilities	Disclose the P51 Cases					
11	Accident Reserve	Calculate amount to disclose					
12	Irregular and fruitless & wasteful expenditure	Review payments made during the period, against the awards made during the current or prior financial years, and evaluate the compliance with SCM regulations.					
13	Financial reporting	Prepare reports for the executive management and the audit committee in terms of the financial affairs of the entity.					
14	Prior year matters	Assisting with addressing and resolving the prior year matters included in the audit report and management report					
15	Post audit action plan (PAAP)	Preparing, updating and monitoring the implementation of the PAAP. Reporting on the progress of the implementation of the PAAP.					



Count	Activity	Deliverable	Hours: Official 1	Rate: Official 1	Hours: Official 2	Rate: Official 2	Total cost (incl. VAT)
16	Review of policies	Review and update the policies, to ensure that the control environment of the entity is functioning effectively.					
17	Information systems	Assisting with negotiations, design and implementation for the migration to a new Workflow Management System Designing and implementing internal controls for the new Workflow Management System. Testing and evaluation of the systems on a continuous basis to ensure that the system is functioning effectively.					
18	Valuations of fleet assets	Performance of valuations of the GMT fleet.					
19	Physical verification of small assts	Physical verify all small assets and update the fixed asset register accordingly.					
Grand Total – Year 2							

N.B!!! This template is subject to change dependent on number officials working for the company.



13. SUBMISSION OF THE BID

- 13.1 Faxed, emailed, or late bid documents will not be considered. Bid documents must be delivered before the closing time and date to the venue which is as follows:

Physical Address: The bid box is situated at the Perm **Building, Ground Floor, 45 Charlotte Maxeke Street, Bloemfontein, 9301.**

Postal Address: Clearly marked bid documents denoting the bid number and closing date maybe posted before the closing time and date to:

Fleet Management Trading Entity, SCM, Building, Ground Floor, 45 Charlotte Maxeke Street, Bloemfontein, 9301.

- 13.2 The bid number **FMB002/2024/25** must be indicated on the envelope/file.

14. CLOSING DATE FOR THE BID

- 14.1 The closing date for the bid is **08 April 2025.**

15. LATE BIDS

- 15.1 Bids received late will not be considered.
- 15.2 A bid will be considered late if it is received a second after 11:00 am or any time thereafter. **The bid closing time is 11:00 am on 08 April 2025.**

16. ENQUIRIES

- 16.1 For all bidding procedure and technical enquiries, please refer to page 3 SBD 1, part A for contact details.
- 16.2 All Enquiries can be addressed to Fleet Management Entity on the following email address hlolen@fsfleet.gov.za; rampitsangd@fsfleet.gov.za by **08 April 2025.**



SECTION 3

SPECIAL CONDITIONS OF CONTRACT



SPECIAL CONDITIONS OF CONTRACT

1. LEGISLATIVE AND REGULATORY FRAMEWORK

- 1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

2. STATUS OF REQUEST FOR BIDS

- 2.1 The Fleet Management Trading Entity is hereby inviting potential bidders for the appointment/listing of panel of experts for a period of three (3) years.
- 2.2 This request is an invitation for potential Bidders to submit their proposals for the rendering of the services as set out in the Terms of Reference contained herein.
- 2.3 No binding contract or other understanding for the supply of the Services will exist between the Fleet Management Trading Entity and any Bidder unless and until the Fleet Management Trading Entity has executed a formal written contract with the successful Bidder/s.

3. SUBMISSION OF BIDS

- 3.1 Bidders must submit the bid in one original hard copy format (paper **documents**), clearly marked with the category of service applied for and must be deposited into the tender box located at Perm **Building, Ground Floor, 45 Charlotte Maxeke Street, Bloemfontein, 9301** by the closing date and time of the bid.
- 3.2 In the event that a hard copy of the bid document is not received on or before the closing date and time, the bid will be invalidated.
- 3.3 There will be a briefing session, please refer to paragraph 11 of this bid document on page 20.
- 3.4 Completed bid documents should be sealed, clearly marked FMB002 **/2024/25** and deposited in the bid box on the address stated in the invitation on or before 11:00 am on **08 April 2025**, which is accessible from Monday to Friday, between 07:30 to 16:00 at the Perm Building on the Ground Floor.
- 3.5 Deviation from the Terms of Reference will result in disqualification.
- 3.6 Bidders must ensure that they have received all the pages of this bid document and ensure that it is submitted in its original sequential format as issued.



- 3.7 Bidders must provide all the information requested in the Terms of reference as per category(ies) of services.
- 3.8 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.
- 3.9 Fleet Management Trading Entity reserves the right to arrange contracts with more than one bidder per category(ies) of services.
- 3.10 The completed bid document may serve as a basis for further negotiations at Fleet Management Trading Entity's selection process. Fleet Management Trading Entity may at its sole discretion decide how many potential panel of experts are requested to participate in this process.
- 3.11 The bid will be valid for a period of at least 120 (one hundred and twenty) days from the bid closing date. An extension of bid validity, if justified in exceptional circumstances, should be requested in writing from all bidders before the expiration date.
- 3.12 The bid shall be subject to all relevant SCM guidelines in line with PFMA and Treasury Regulations.
- 3.13 Submission of bids after closing date and time will not be accepted.
- 3.14 Shareholder/Member of Company/Individual will not be allowed to represent/bid for more than 1 (one) business, where a Shareholder/Member/Individual has an interest in any other company that is participating in this bid, it must be disclosed. Failure to do so will result in disqualification of bids.
- 3.15 List of Shareholding/membership by Name of business, Position occupied and percentage of shareholding in the business:

NAME OF SHAREHOLDER / DIRECTOR/ MEMBER/INDIVIDUAL	NAME OF BUSINESS	POSITION OCCUPIED IN THE BUSINESS	% OF SHAREHOLDING IN THE BUSINESS	INDICATE BY TICKING X NEXT TO THE BUSINESS YOU ARE REPRESENTING IN THIS BID.



4. ALLOCATION OF WORK AND PAYMENT DURING EXECUTION

- 4.1. Once the panel/lists of experts have been approved, only the successful applicants will be approached, depending on the circumstances, by obtaining quotations, according to the bid procedure when services are required, with the exception that the requirement is not advertised in the Tender Bulletin again. A contract/SLA/Service Charter will be concluded with the successful bidder/s after the award.
- 4.2. When assignments are agreed upon, parties will agree on the rates to be charged which will be in line with Par 13.2 of SCM Practice Note 3 of 2003 (Appointment of Consultants).
- 4.3. The rates agreed to between parties will be included in the signed Service Level Agreement (SLA) prior to commencement of each assignment.
- 4.4. Payment will be done in line with the work allocated and performed in accordance with agreed rates, which will be included in the Service Level Agreement (SLA)/service charter and when Fleet Management Trading Entity is satisfied with the standard of output delivered by the service provider.
- 4.5. All prospective bidders shall have to treat all available data provided by the respective Entity as strictly confidential and not avail for any form of distribution or use other than on the project in respect of which the information was made available unless express written approval from the respective Entity Accounting Officer is obtained in advance.
- 4.6. Successful bidders must be in a position to commence work when the need arise, within ten (10) calendar days of the awarding of a contract relating to an assignment; Successful bidder/s must be in a position to commence work when a need is identified in relation to an assignment per category of service.
- 4.7. Rates of remuneration will be subject to negotiation, not exceeding the applicable Hourly fee rates for Consultants issued by professional bodies mentioned in paragraph 4.3 page 18, as well as any other Council per category listed.
- 4.8. Costs must include all applicable taxes and disbursements.
- 4.9. Consultants should observe due diligence and prevailing standards in the performance of the assignment. The accounting officer/authority should evaluate the performance of consultants appointed in a fair and confidential process. In the case of repeated poor performance, the firm should be notified and provided an opportunity to explain the reasons for it and the remedial action proposed.
- 4.10 The appointed service provider will be expected to act as an expert witness in court of law, should the need arise.



SECTION 4

GENERAL CONDITIONS OF CONTRACT



GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.



TABLE OF CLAUSES

1. General
2. Standards
3. Use of contract documents and information; inspection
4. Patent rights
5. Performance security
6. Inspections, tests and analysis
7. Packing
8. Delivery and document
9. Insurance
10. Transportation
11. Incidental services
12. Spare parts
13. Warranty
14. Payment
15. Prices
16. Contract amendments
17. Assignment
18. Subcontracts
19. Delays in the supplier's performance
20. Penalties
21. Termination for default
22. Dumping and countervailing duties
23. Force Majeure
24. Termination for insolvency
25. Settlement of disputes
26. Limitation of liability
27. Governing language
28. Applicable law
29. Notices
30. Taxes and duties
31. National Industrial Participation Programme (NIPP)
32. Prohibition of restrictive practices



General Conditions of Contract

1. Definitions	1. 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.
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	1.11	"Dumping" occurs when a private enterprise abroad market its goods on 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 sub bidders) 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 those 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	3.1 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 nonrefundable fee for documents may be charged. 3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. Standards	4.1 The service rendered shall conform to the standards mentioned in the bidding documents and specifications.



1. 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: (a) 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 (b) 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 shall be open, at all reasonable hours, for inspection by a representative of the Fleet Management Trading Entity 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 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.



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 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 services rendered 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	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 sub bidder(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 service of a similar quality and up to the same quantity in substitution of the service not supplied in conformity with the contract and to refuse any goods or service delivered later at the supplier's expense and risk, or to cancel the contract and acquire such service as may be required to complete the contract and without prejudice to his other rights, be entitled to claim initial service from the bidder.
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 render service 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, or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, or services. However, the supplier shall continue performance of the contract to the extent not terminated.



24. Anti-dumping and countervailing duties and rights	24.1 When, after the date of bid, provisional payments are required, or anti-dumping 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 amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such antidumping 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 bidder to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the bidder 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 wilful 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 the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price.
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 or services 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 Fleet Management Trading Entity 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 Service.
33. National Industrial Participation (NIP) Programme		33.1 The NIP Programme administered by the Fleet Management Trading Entity of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34. Prohibition of Restrictive practices	of	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 was/were involved in collusive bidding (or bid rigging). 34.2 If a bidder(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. 34.3 If a bidder(s), has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) from conducting business with the public-sector for a period not exceeding ten (10) years and/or claim damages from the bidder(s) concerned.



ANNEXURE A

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SERVICES IN INTERNAL CONTROLS SYSTEMS AND FINANCIAL ADMINISTRATION TO THE ENTITY FOR A PERIOD OF 36 MONTHS: FMB002 2024/2025

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done, and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting.
2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;
3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;
4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and
5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.

In this certificate, the term “person” includes any persons, body of persons or association, whether corporate or not; and the term “agreement or arrangement” includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term “person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contractor, or any employee of such a person, consortium/joint venture/sub-contracting.

SIGNED ON BEHALF OF BIDDER

Date: _____

ANNEXURE B

CURRICULUM VITAE

NB The applicable role below must be selected.

- ☐ **Project Leader**
☐ **Team Member**

1. **Surname:**
2. **First name:**
3. **Date of birth:**
4. **Nationality**
5. **Identification Number**

6. Education

Institution (Date from - Date to)	Degree(s) or Post graduation obtained	Main subjects

7. Membership of professional bodies _____
Membership number _____

8. Present position:

9. Key qualifications
(relevant to this
project)

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10. Professional experience Knowledge of Annual Financial Statement in local government and public entities

Date/s (From – To) (mm/yy)	
Organisation/s	
Location/s	
Role/s	
Description of duties/projects	

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11. Professional experience Knowledge of Fixed Asset Register in local government and public entities

Date/s (From – To) (mm/yy)	
Organisation/s	
Location/s	
Role/s	
Description of duties/projects	

12. Knowledge of Entity prescripts:

Description	Years of experience
PFMA	
SCOA	

13. References

Name and Surname	Relation	Contact Details

I, hereby certify that the information provided on the CV is accurate and complete.

.....
Signature

.....
Date