



## *Request for Proposal:*

**LEASING OF NEW VEHICLES FOR VARIOUS COEGA  
OFFICES WITH FULL MAINTENANCE FOR A PERIOD OF 36  
MONTHS WITH AN OPTION TO EXTEND BY ADDITIONAL  
TWO YEARS**

Contract N°

CDC/309/24 ET AL

**Classification: Confidential**

**NAME OF BIDDER:** \_\_\_\_\_



## **DOCUMENT INFORMATION SHEET**

**Title of Document** : *Leasing of new vehicles for various Coega offices with full maintenance for a period of 36 Months with an option to extend by additional two years*

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**Prepared by** : *Msimelelo Mdashe*

**Typed by** : *Msimelelo Mdashe*

**Business Unit** : *Operations Unit*

**Prepared for** : *Bid Specification Committee*

**Date of Issue** : *09 September 2024*

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**PROJECT NAME** : *Leasing of new vehicles for various Coega Offices with full maintenance for a period of 36 months with an option to extend by additional two years*

**DOCUMENT TITLE** : *Leasing of new vehicles for various Coega Offices with full maintenance for a period of 36 months with an option to extend by additional two years*

**DOCUMENT No.** : *CDC-OPS-FRP-003-24*

### SIGNING OF THE ORIGINAL DOCUMENT

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ORIGINAL	Prepared by	Reviewed by	Approved by
<b>Date:</b>	<b>Name:</b>	<b>Name:</b>	<b>Name:</b>
<b>09 September 2024</b>	<b>Msimelelo Mdashe</b>	<b>Zuko Mqhatu</b>	<b>Sadick Davids</b>
	<b>Signature:</b>	<b>Signature:</b>	<b>Signature:</b>

Digitally Signed by:  
**Msimelelo Mdashe**  
Office Manager  
f8d55f53-5b03-48f1-96fc-113f8843e536  
IP Address: 10.0.57.185  
Date: 2024/09/10 3:42:55 PM

Digitally Signed by:  
**Zuko Mqhatu**  
Programme Director  
fc1b559b-7662-4483-82ed-95c947978078  
IP Address: 10.0.57.236  
Date: 2024/09/10 4:40:53 PM

Digitally Signed by:  
**Sadick Davids**  
Manager - Project Development  
8cab5a64-9272-4e29-aaa5-c755588fdf6a  
IP Address: 10.16.1.2  
Date: 2024/09/11 10:30:15 AM

<b>Distribution:</b>	<b>Potential Bidders</b>
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**INVITATION TO TENDER**

**CONTRACT NO: CDC/309/24 ET AL**

**CONTRACT DESCRIPTION: LEASING OF NEW VEHICLES FOR VARIOUS COEGA OFFICES WITH FULL MAINTENANCE FOR A PERIOD OF 36 MONTHS WITH AN OPTION TO EXTEND BY ADDITIONAL TWO YEARS**

*The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders on the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialisation and logistics zones. The CDC's advanced capabilities are successful enablers in sustainable economic zone development and management, real assets management, infrastructure planning and development, technology integration while realising related socio-economic impact areas such as skills and SMME development. The CDC's high-performance ethos is grounded in its commitment to sustainable development, the protection of its people and the planet, and the delivery of infrastructure solutions that support a just social and economic transition to a low-carbon, resource efficient, and climate resilient future. The foundational culture of the CDC's*

The CDC is inviting reputable and qualified service provider to submit proposals for operating lease of new vehicles for various Coega Offices with full maintenance for a period of 36 months with an option to extend by additional two years. The various Coega offices throughout the whole country includes its Head Office situated in Gqeberha and satellite offices in East London, Mthatha, Durban, Tshwane & Cape Town.

CDC seeks to appoint the service provider for each area office and bidders are required to select the area they are interested to bid for and may select all areas of interest.

Respondents are required to have relevant experience in the leasing business of supply, delivery, and maintenance of new vehicles. The tenderers must submit copies of the service and maintenance plans, insurance, licensing and registration of all of the vehicles in the tender document. All manufacturer warranties must be included. The scope of work and specification requirements are detailed in the RFP document.

## CONDITIONS OF TENDER

- (a) The CDC's Procurement Policy and Procedures shall apply;
- (b) The following legislative prescribes shall apply:
  - (i) Public Finance Management Act (PFMA);
  - (ii) Preferential Procurement Policy Framework Act,(5 of 2000) (PPPFA)
  - (iii) Preferential Procurement Regulations, 2022;
  - (iv) National Treasury Regulations;
  - (v) Broad-Based Black Economic Empowerment (BBBEE) Amendment Act (46 of 2013);
  - (vi) NEMA National Environmental Management: Air Quality Act No.39 of 1996
  - (vii) The Atmospheric Pollution Prevention Act, 1965 (Act 45 of 1965)
  - (viii) Occupational health and Safety Act and Regulations, (Act. 85 of 1993)
  - (ix) Compensation for Occupational Injuries and Disease Act (Act. 30 Of 1993)
  - (x) National Environmental Management: Air Quality Act No 39 of 2004;
  - (xi) National Environmental Management Act, NEMA (Act No. 107 of 1998)
  - (xii) Disaster Management Act, (Act No. 57 of 2002)
  - (xiii) National Road Traffic Act, 1996 (Act no.93 of 1996)
  - (xiv) Accredited body building vehicle manufacturer (complete, chassis cab, body, tank, pump, plumbing)
  - (xv) Administration Adjudication of Road Traffic Offence (AARTO) Act 16 of 1996 and
  - (xvi) Any other applicable legislation.
- (c) Bidders are required to have an active accredited dealers' registration with the Motor Industry Ombudsman of South Africa (MIOSA) on the date of closing and required to maintain this registration throughout the Tender Evaluation period. Failure to do so will invalidate the tender.
- (d) Tenderers are required to submit proof of ownership for the vehicles in areas which they are bidding for. Copy of Registration Certificate or Purchase invoice or Service Level Agreement if hired and proof of South African Special Risk Insurance Association (SASRIA) and Comprehensive Insurance must be attached to this document.

- (e) Tenderers are required to submit technical specifications of the vehicles as stipulated in table 1 of this document.
- (f) The successful bidders will be required to provide Compensation Fund letter of good standing and to demonstrate that the company is registered with the Compensation Fund and that they are up to date with their contributions.
- (g) The vehicles must comply in all respects with the Road Traffic Act, 29 of 1989 and the Road Traffic Ordinance (Cape) (3rd Edition), with special attention being given to safety belts, reflectors, chevrons and the marking of the vehicle masses (tare, GVM and GCM - the tare mass being confirmed with the weighbridge ticket; in addition the vehicle must comply with the relevant SABS vehicle category specification and the relevant SABS safety specifications, i.e. SV 1046-1053. The CDC's Procurement Policy and Procedures shall apply;
- (h) The 80/20 preference point system, as per the Preferential Procurement Regulations, 2022 shall apply. The following scores will be applied:
  - (i) Price - 80.00
  - (ii) Specific Goals (B-BBEE Status level of Contribution) - 20.00
- (i) The quantities on the Pricing Schedule (BoQ) are indicative and may vary depending on the demand of motor vehicles by CDC and its client over the period of the term. The rates are fixed and firm, but the overall contract value may vary based on the demand on quantities used. The Preference Point System will be applied for evaluation purposes. The basis of the points for price will be the summation of the rates as per the line items of the Pricing Schedule. Bidder(s) will be appointed based on the monthly rates and rate per excess kilometre over the estimated kilometre (vat inclusive);
- (j) All Bidders must be Value Added Tax (VAT) Vendors and the Form of Offer must include VAT. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Service (SARS) as VAT vendors. The award of the contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS;
- (k) The CDC will only award the Tender to a Successful Bidder who is tax compliant. The tax-compliant status of the Bidders;
- (l) The Bidders must nominate a person who will be their Accounts Manager who will liaise with CDC:
  - (i) Should have delegated authority to sign:
  - (ii) Would be conferred the authority to be the duly Authorised Signatory as would be provided in the Certificate of Authority of Signatory that should be included in the Tender Document.
- (m) No joint venture may apply;

- (n) Bidders must complete and sign the POPI Act Consent Form;
- (o) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this Tender Document and signs the submission as a correct and sound documentation that the CDC could put its reliance on;
- (p) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they collect the tender documents to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders;
- (q) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, (Act No. 130 of 1993); National Environmental Management Act, (Act 170 of 1998) and Disaster Management Act (Act No. 57 of 2002) and all relevant legislations throughout the duration of the contract. Moreover, shall ensure as far as practicable, that the article/substance is safe and without risk to health when properly used and that it complies with prescribed requirements. Take such steps as may be necessary to ensure that such articles/substances information is available regarding the use at work, risk to health and safety associated with and procedure to be followed is available in the case of an incident occurrence.
- (r) The successful bidder will be required to comply with the Public Finance Management Act, Preferential Procurement Policy Framework Act, (5 of 2000), National Environmental Management: Air Quality Act No 39 of 2004, National Environmental Management Act, Act (107 of 1998) and, all relevant and applicable legislations throughout the duration of the contract. Upon appointment of the successful bidder, the service provider will be required to develop or provide an automated vehicle inspection checks pre and post on daily basis; including carbon footprint contributions.
- (s) Upon award the successful Bidder will be required to provide an accredited certificate with SAVRALA, a comprehensive Insurance Certificate, Tracker system certificate as well as a semantic system with detailed and accurate Global Positioning System (GPS) readings;
- (t) Public servants are prohibited from conducting any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations;
- (u) Incomplete Tender document Submissions will be deemed null and void and shall be considered non-responsive;
- (v) Tenders must only be submitted on the tender document that is issued;
- (w) Tender validity shall be twelve (12) weeks from the closing date.



The RFP documents will be available for download from the CDC website ([www.coega.com](http://www.coega.com)) from **Friday 13, September 2024** at no cost. Potential bidders will be required to provide their email addresses on the CDC website before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

A **non-mandatory, virtual Briefing Meeting** will be held on **Thursday, 26 September 2024 at 10:00** via Microsoft Teams. Follow the below link to join the meeting [Join the meeting now](#)

Queries relating to this RFP may be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management strictly via e-mail: [tenders30924@coega.co.za](mailto:tenders30924@coega.co.za) between the period of **13 September 2024 to 11 October 2024**. No new queries received **after 11 October 2024** will be considered.

The closing date and time for the receipt of complete bid documents is on **Monday 14, October 2024 at 12h00**.

**One original completed bid document** shall be placed in a sealed envelope clearly marked with **CONTRACT NUMBER: CDC/309/24 ET AL, CONTRACT DESCRIPTION: LEASING OF NEW VEHICLES FOR VARIOUS COEGA OFFICES WITH FULL MAINTENANCE FOR A PERIOD OF 36 MONTHS WITH AN OPTION TO EXTEND BY ADDITIONAL TWO YEARS.**

Bids are to be placed in the tender box at the CDC's Main Office located at the **Coega Development Corporation Office, Nr 1 Corner of Alcyon and Zibuko Street, Coega Business Center, Zone 1 Port Elizabeth 6000**. RFP documents will not be opened in public, and no late submissions will be considered.

Incomplete RFP Document and failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive.

Telegraphic, telexed, tippexed, facsimiled or e-mail submissions will not be accepted.

**No telephonic or any other form of communication with any other CDC member of staff, other than the named individual below, relating to this request for bid will be permitted. All enquiries regarding this bid must be in writing only, and must be directed to:**

Ms. Zine Mtanda, Unit Head: Supply Chain Management; e-mail address: [tenderscdc30924@coega.co.za](mailto:tenderscdc30924@coega.co.za)

*The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.*

## 1. INTRODUCTION AND BACKGROUND

The Coega Development Corporation (Pty) Ltd (CDC) as a leading catalyst for the championing of socio-economic development and an implementing agent throughout the whole country with its Head Office situated in Gqeberha and satellite offices in, Durban, Pretoria Mthatha, and East London providing different service for different government departments.

Coega Offices	Office Address
Gqeberha – Head Office	1 Corner of Alcyon and Zibuko Street, Coega SEZ
East London Office	10 – 12 Harraway Building,
Mthatha Office	76 Blakeway Road Mthatha 5099
Durban Office	18 Cranbrook Crescent, Umhlanga Ridge, Durban, 4000
Pretoria Office	145 Herbert Road, Eastwood, Pretoria, 0001

In providing support and ensuring that employees reach their sites where they render different services for different departments the CDC through Operations Business Unit has taken upon itself that it will render support by offering tools of trade to employees to ensure that where there are projects that motor vehicles are readily available for transporting employees to sites and meeting (ensuring that the CDC delivers where it is)

Previous method that CDC used of purchasing cars has proven to be costly and that has led the organisation to explore the long-term leasing option of a contract period of 36 months with an option to extend by additional two years, which is deemed cost-effective. Fleet is then embarking on a journey of appointing a reputable service provider that will enter into a leasing contract with CDC.

## 2. PROJECT SCOPE

This tender calls for the supply and delivery of leased vehicles. All manufacturer warranties must be included. The tenderers must submit copies of the service and maintenance plans, insurance, licensing and registration of all of the vehicles in the tender document.

The quantities cited on the pricing schedule are for indicative purposes and based upon available budget and operational requirements. CDC reserves the right to increase quantities at its discretion within the award period.

The leasing of new motor vehicles is required in various Coega Offices across the country and bidders are required to select the area they are interested to bid for and may select all areas of interest.

## 2.1 Specification Requirements

The tables below depicts the total number and types of motor vehicles required per area office:

**Table 1: Total Number and Motor Vehicle Types Required**

Nr	Vehicle Type	Quantity
1	Sedan	12
2	Hatchback	8
3	Bakkie 2.5 D Single Cab	5
4	Bakkie 2.5 D (4x4)	6
5	Kombi	2
7	SUV	3
8	Panel Vans	2
		38

## 3. OBJECTIVES

- (a) To secure a fleet of motor vehicles that meets the company's operational needs.
- (b) To manage vehicle costs through favourable leasing terms.
- (c) To ensure the availability of vehicles for business use without significant upfront capital expenditure.
- (d) To maintain and monitor the fleet for optimal performance and compliance with safety and regulatory standards.

## 4. DESCRIPTION

A needs assessment was done by Operations BU which invited all stakeholders/satellite offices to provide input on their motor vehicle needs. It was concluded that the whole CDC would require a minimum of 38 leased vehicles and have been broken down as follows:

**Table 2: Number and Motor Vehicle Types Required Per Office – Area 1: Port Elizabeth / Gqeberha and Kariega Areas in Eastern Cape Province (EC)**

**Area 1: Port Elizabeth / Gqeberha and Kariega Areas in Eastern Cape Province (EC)**

Nr	Vehicle Type	Engine Capacity	Quantity
1	Sedan	1.6 L	9
2	Hatchback	1.2 L	7
3	Bakkie 2.5 D Single Cab	1.6 L	4
4	Bakkie 2.5 D (4x4)	1.8 L	1
5	Kombi	2.0 L	2
6	SUV	2.0 L	2
7	Panel Vans	1.8 L	2
<b>Total Number of Cars for Area 1</b>			<b>27</b>
<i>Gqeberha and Kariega areas includes cars to be delivered at Coega Head office in Zone 1, BPO in Zone 4, Recruitment Centre in Zone 4, Vulindlela Village, Sunrise Hotel and Logistics Park in Kariega</i>			

**Table 3: Number and Motor Vehicle Types Required Per Office – Area 2: East London Area in Eastern Cape Province**

**Area 2: East London Area in Eastern Cape Province (EC)**

Nr	Vehicle Type	Engine Capacity	Quantity
1	Sedan	1.6 L	1
2	Bakkie 2.5 D (4x4)	1.8 L	2
3	SUV	2.0 L	1
<b>Total Number of Cars for Area 2</b>			<b>4</b>
<i>East London area includes cars to be delivered at Coega Offices in Berea, East London</i>			

**Table 4: Number and Motor Vehicle Types Required Per Office – Area 3: Mthatha Area in Eastern Cape Province (EC)**

**Area 3: Mthatha Area in Eastern Cape Province (EC)**

Nr	Vehicle Type	Engine Capacity	Quantity
1	Bakkie 2.5 D (4X4)	1.6 L	1
	Total Number of Cars for Area 3		1
Mthatha area includes cars to be delivered at Coega Offices in <b>Blakeway Road, Mthatha</b>			

**Table 5: Number and Motor Vehicle Types Required Per Office – Area 4: Durban Area in Kwazulu Natal Province (KZN)**

**Area 4: Durban Area in Kwazulu Natal Province (KZN)**

Nr	Vehicle Type	Engine Capacity	Quantity
1	Sedan	1.6 L	1
2	Bakkie 2.5 D Single Cab	1.6 L	1
3	Bakkie 2.5 D (4x4)	1.8 L	2
	Total Number of Cars for Area 4		4
Durban area includes cars to be delivered at Coega Offices in <b>Umhlanga Ridge, Durban</b>			

**Table 6: Number and Motor Vehicle Types Required Per Office – Area 5: Tshwane Area in Gauteng Province**

**Area 5: Tshwane Area in Gauteng Province**

Nr	Vehicle Type	Engine Capacity	Quantity
1	Sedan	1.6 L	1
	Total Number of Cars for Area 5		1
Pretoria area includes cars to be delivered at Coega Offices in <b>Eastwood, Pretoria</b>			

<b>1 to 9</b>	<b>Total Number of Cars for Area 1 to 5</b>	<b>38</b>
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**Supply Conditions**

- 1) Cars may change and or increase from time to time as the CDC business need to changes
- 2) Cars will be delivered on location as per Areas 1 - 5
- 3) All cars must be roadworthy and in good condition (0-2000km/ or not more than a year at delivery)
- 4) All cars must be insured by the Bidding Company
- 5) Proof of ownership or access must be supplied with a Bid document
- 6) Replacement of Vehicles at every 90 000 KM
- 7) In case of an accident/mechanical fault, a replacement car should be made available within 1- 7 days
- 8) All bidders must supply pricing for all the cars in each area they are interested to bid for.

**Table 7: Summary of Vehicles and Description Per Area 1-5**

City	Area	Sedan	Hatchback	Bakkie 2,5 SD	Bakkie 2,5 DD	Kombi	SUV	Panel Vans	23 Seater	Sub-Total
<b>AREA 1</b>										
Gqeberha and Kariega	BPO			1						1
	RIC		3							3
	HCS 1	1								1
	HCS 2	1			1					2
	Head Office	5	3	2		1	2			13
	Hotel	1				1		1		3
	VACC	1		1				1		4
	Logistics Park		1							1
	<b>Sub-Totals</b>	<b>9</b>	<b>7</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>		<b>27</b>
<b>AREA 2</b>										
East London	East London Office	1	0		2		1			4
	<b>Sub-Totals</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>AREA 3</b>										
Mthatha	Mthatha Office				1					1
	<b>Sub-Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

AREA 4										
Durban	Durban Office	1		1	2					4
	<b>Sub-Totals</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>					<b>4</b>

AREA 5										
Pretoria	Pretoria Office	1								1
	<b>Sub-Totals</b>	<b>1</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

<b>Total Number of cars for Area 1 - 5</b>	<b>12</b>	<b>8</b>	<b>5</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>2</b>			<b>38</b>
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#### 4.1 Comprehensive maintenance and support

The leased cars should have comprehensive maintenance and 24/7 roadside assistance and support service. This should include the provision of replacement vehicles during maintenance and in case of breakdowns not exceeding 5 days or more.

#### 4.2 Insurance and Compliance

All leased vehicles should have Comprehensive Insurance and South African Special Risk Insurance Association (SASRIA) coverage, and regular inspections must be conducted by both the lessee and the lessor to ensure compliance with safety regulations. (Driver safety training to promote safety and responsible vehicle usage).

#### 4.3 Efficient Fleet Management System

The Service Provider must submit an advanced fleet management system to monitor the leased vehicle's performance, usage, and maintenance schedules. A detailed and accurate report analytics system to track costs, efficiency, and vehicle health of all leased cars. A real-time tracking and telematics system must be installed in all leased vehicles to enhance operational oversight.

#### 4.4 Monthly usage Kilometres of leased vehicles

**Table 8: Annual usage Kilometres of leased vehicles**

NEW FLEET PROPOSAL							
CITY	Location/Site	BU Needs	Specification	Specification as per RT57	Usage of Vehicles	Percentage Split between Tar/Gravel	Anticipated Kilometres per month
Gqeberha and Kariega	BPO Park	1	Toyota Hilux Bakkie 2.5 Single Cab with Canopy or Similar	800 payload (petrol) small bakkie	Business/Site Visits	100 Tar	1000-3000
	Driver Training	3	Chevrolet Spark 1.2 Hatchback or Similar	Four seater, 4 door or hatch 3-5 doors, piston displacement up to 1250 cm (Petrol)	Driver Training	100% Tar	1000-2000
	HCS	1	VW Polo 1.6 Sedan or Similar	Four/Five seater sedan 4 door or hatch 3/5 doors-piston displacement up to 1900cm <sup>3</sup> , Hybrid	Business/Site Visits	100 tar	500-1000
	HCS - SKILLS	1	VW Polo 1.6 Sedan or Similar	Four/Five seater sedan 4 door or hatch 3/5 doors-piston displacement up to 1900cm <sup>3</sup> , Hybrid	Business/Site Visits	100 tar	500-1500
		1	Ford Range 2.2 TDCI DOUBLE CAB BASE 5MT 4x4 or Similar	LCV LWB Double Cab, 4x4, 2000cm <sup>3</sup> , to 2200cm <sup>3</sup> payload not less than 750Kg (Petrol or Diesel)	Business/Site Visits	50/50	500-1500
	Head Office	5	VW Polo 1.6 Sedan or Similar	Five seater sedan 4 doors 5 doors-piston displacement up to 1900cm <sup>3</sup> , Hybrid	Business/Site Visits	50/50	1000-5000
		2	Toyota Hilux Bakkie 2.5 Single Cab with Canopy or Similar	LCV LWB Single Cab, 4x2, 2000cm <sup>3</sup> , to 2200cm <sup>3</sup> payload not less than 750Kg (Petrol or Diesel)	Business/Site Visits	50/50	500-1500
		1	10 Seater VW Kombi/Bus or Similar (with an aircon)	Mini Bus, 10-16 seater, Piston displacement 2000cm <sup>3</sup> to 2100cm <sup>3</sup>	Business/Site Tours	100% Tar	500-1500



				(Petrol/Diesel)			
		3	Chevrolet Spark 1.2 Hatchback or Similar	Four seater, 4 door or hatch 3-5 doors, piston displacement up to 1250 cm (Petrol)	Business/Site Visits	100% Tar	500-1000
	2	2.0 CTV Engine SUV or Similar	Six/Seven seater sedan 5 doors-piston displacement up to 1900cm3, Hybrid	Business/Site Visits	50/50	1000-5000	
	Logistics Park	1	Chevrolet Spark 1.2 Hatchback or Similar	Four seater, 4 door or hatch 3-5 doors, piston displacement up to 1250 cm (Petrol)	Business/Site Visits	100% Tar	500-1000
	Sunrise Hotel	1	Toyota Quantum 2.5 D4D/Similar 15/16 Seater	Mini Bus, 15-16 seater, Piston displacement 2500cm³ to 2600cm³	Business/Site Visits	100% Tar	1000-3000
				(Diesel)			
		1	Caddy 1.6 Panel van (Nissan/VW) or Similar	Panel Van, 2 seater, 1500cm³ to 1600cm³, Payload 500kg	Transporting food	100% Tar	1000-3000
				(Petrol/Diesel)			
		1	VW Polo 1.6 Sedan or Similar	Four seater sedan 4 door or hatch 3-5 doors ,piston displacement	Business/Site Visits	50/50	500-1000
		VACC	1	VW Polo 1.6 Sedan or Similar	Four seater sedan 4 door or hatch 3-5 doors ,piston displacement	Business/Site Visits	50/50
	1		Toyota Hilux 2.2 TDCI SINGLE CAB XLS 6MT 4X2 or Similar	LCV LWB Single Cab, 4x2, 2000cm³,to 2200cm³ payload not less	Business/Site Visits	50/50	0-500
				than 750Kg (Petrol or Diesel)			
	1		Caddy 1.6 Panel van (Nissan/VW) or Similar	Panel Van, 2-seater, 1500cm³ to 1600cm³, Payload 500kg	Transporting food	3000	500-1000
(Petrol/Diesel)							
Total		27					
East London	Satellite Office	1	VW Polo 1.6 Sedan or Similar	Four/Five-seater sedan 4 door or hatch 3/5 doors-piston displacement up to 1900cm3, Hybrid	Business/Site Visits	50/50	500-5000

		2	Ford Range 2.2 TDCI DOUBLE CAB BASE 5MT 4x4 or Similar	LCV LWB Single Cab, 4x2, 2000cm³,to 2200cm³ payload not less	Business/Site Visits	50/50	500-5000
			than 750Kg (Petrol or Diesel)				
		1	2.0 L CTV Engine SUV or Similar	Six/Seven-seater sedan 5 doors-piston displacement up to 1900cm3, Hybrid	Business/Site Visits	50/50	500-5000
Total		4					
Mthatha	Satellite Office	1	Toyota Hilux Bakkie 2.5 Single Cab with Canopy or Similar	800 payload (petrol) small bakkie	Business/Site Visits	100 Tar	500-2000
Total		1					
Durban	Satellite Office	1	Nissan NP300 2.5D Single Cab or Similar	LCV SWB/LWB 4x2, 2000cm³, payload not less than 1000kg	Business/Site Visits	50/50	500-6000
				(Petrol)			
		1	VW Polo 1.6 Sedan or Similar	Four-seater sedan 5 doors, piston displacement up to 1250cm (petrol)	Business/Site Visits	50/50	500-6000
		2	Ford Ranger 2.2 TDCI SINGLE CAB XLS 6MT 4X4 or Similar	LCV LWB Double Cab, 4x2, 2000cm³,to 2200cm³ payload not less	Business/Site Visits	50/50	500-6000
				than 750Kg (Petrol or Diesel)			
Total		4					
Tshwane	Satellite Office	1	VW Polo 1.6 Sedan or Similar	Four seater sedan 4 door or hatch 3-5 doors ,piston displacement	Business/Site Visits	50/50	500-2000
Total		1					
Total No. of Vehicles		38					

## 5. DURATION OF THE CONTRACT

The Service Provider will be engaged for a period of thirty-six (36) months with an option to extend by additional two years

## 6. BID EVALUATION PROCESS

The evaluations of bids will be carried out in three (3) stages as indicated in the **Table 9** below.

**Table 9: Stages and areas of Assessment of Bidders' Submissions to this RFP.**

Stage of Assessment	Area of Assessment	Requirements
Timeous Submissions		<ul style="list-style-type: none"> <li>All the submissions must be received on time before the closing date and time reflected on the <b>RFP Invitation</b> (First page of this RFP Document).</li> <li>Bids must be submitted in a sealed envelope clearly marked and bid document securely packed.</li> </ul>
<b>Stage 1</b>	Responsiveness Assessment	<p>Submissions will be considered as being non-responsive if the required documentation/information has:</p> <ul style="list-style-type: none"> <li>Not been provided or submitted partially complete;</li> <li>Been altered and not initialled by the duly authorised person;</li> <li>Correcting fluid used to alter some information;</li> <li>Not meeting the mandatory requirements of this RFP Document;</li> <li>Has not been signed by the duly authorised Bidder(s)' Representative.</li> </ul>
<b>Stage 2</b>	Quantitative Assessment	<p>This is aimed at assessing if the Bidder(s) that have gone through the Responsiveness Assessment Stages 1 and 3; and will be further evaluated on Price and Specific Goals. 80/20 preference point system will be applied, whereby the points for price will be 80 for all Bidder(s).</p>
<b>Stage 3</b>	Qualitative Assessment	<p>This is aimed at assessing if the Bidder(s) that have gone through the Quantitative Assessment in Stage 3 pose any commercial risks.</p>

## 6.1 Timeous Submissions

- (a) All the bids must reach the CDC before the stated date and time of closure of this RFP Process.
- (b) Bids must be submitted in a sealed envelope clearly marked and bid document securely packed.
- (c) Any late submission will be returned unopened to the respective bidder.

## 6.2 Stage 1 - Responsiveness Assessment

The following criteria will be used in assessing the responsiveness of bids.

- (a) In order for the bidder to be considered as being responsive and eligible for the next stage of assessment, it has to pass the Responsiveness Assessment Stage. This will be determined from the submitted bid and Returnable Documents meeting the mandatory requirements that are listed in **Table 9** below.
- (b) If any of the items reflected in **Table 9** are not furnished fully, completed or not signed and initialled on each page by the duly authorised bidder's representative, then the submitted bid will be considered as null and void and shall be considered **as non-responsive and will therefore not be assessed further.**

**Table 10:** *Mandatory Requirements to be submitted.*

No.	DESCRIPTION
1	Completed and signed Invitation to Bid ( <b>SBD 1</b> ).
2	Completed and signed Bidder's Disclosure ( <b>SBD 4</b> ).
3	An original fully completed, Pricing Schedule must be submitted. <b><i>The bidder must complete and submit the Pricing Schedule for each area selected under contracts CDC/309/24 A – E, if the pricing schedule is not full submitted the bidder will be none responsive</i></b>
4	Access/Ownership (availability) of Motor Vehicles and replacement vehicle in case of breakdown. The proof of ownership must be submitted in a form of Registration Certificate/s (RC). In case of hiring, letter of confirmation/ agreement between the bidder and the hirer. The confirmation of motor vehicle availability/ ownership and/or access to hire must cover the quantity and the type of motor vehicles.
5	Bidders must submit copies of the Service and Maintenance Plans, Insurance and Licensing of the vehicles that they are bidding for per area A – E of the motor vehicles.
6	In an event that the Bidder is not the owner of the motor vehicles proof of available capital in the form of confirmed credit line with banking institution and letters of confirmation of supplier credit must be provided. Applicable for hiring purposes.

7	Bidders must submit proof of long-term leasing/rental experience they have in the past 7 years in the Motor Vehicle Leasing business in the form of at least two (2) letters of reference from previous or current clients. The referral letters must not be older than 3 years.
---	--

**Table 11:** Additional information required.

ITEM.	DESCRIPTION
1	Companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements) QSE with at least 51% or 100% black shareholding and EMEs with an annual turnover of R 3 million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 33% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R 3 million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover. The consortia/Joint Venture must submit a consolidated B-BBEE Certificate as well as individual B-BBEE Certificates/affidavits of their own entities to confirm the type of enterprise.
2	Completed and signed Form <b>SBD 6.1</b> preference points claim form in terms of the Preferential Procurement Regulations, 2022.
3	Bidders must complete and sign the POPI Act Consent form.
4	An advanced fleet management system to monitor the leased vehicle's performance, usage, and maintenance schedules. A detailed and accurate report analytics system to track costs, efficiency, and vehicle health of all leased cars. A real-time tracking and telematics system for enhance operational oversight must be installed in all the leased vehicles.
5	A Business Registration Number Certificate (BRNC) complying with all Motor Vehicles to be leased registered under the bidder/company.
6	Bidders are required to have an active accredited dealers' registration with the Motor Industry Ombudsman of South Africa (MIOSA) on the date of closing and required to maintain this registration throughout the Tender Evaluation period. Failure to do so will invalidate the tender.
7	Tenderers are required to submit technical specifications of the vehicles as stipulated in table 1 of this document.

***Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered "non-responsive" and therefore not considered.***

### 6.3 Stage 2 - Quantitative Assessment

Bids that pass the Responsiveness assessment stage will be further evaluated on Price and Empowerment Goal. Bids will be evaluated according to the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022. 80/20 preferential point system will be used to evaluate Price and Specific Goals.

**Table 12: Point Allocation**

Area of Adjudication	Maximum Points
Tendered Price ( $S_P$ )	80.00
Preference Points ( $S_E$ )	20.00
<b>Total Points (S)</b>	<b>100.00</b>

#### 80/20 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left[ 1 - \frac{P_t - P_{min}}{P_{min}} \right]$$

Where:

$P_s$  = Points scored for comparative price of tender or offer under consideration.

$P_t$  = Comparative price of tender or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable tender or offer.

**Note:** A bidder who provides an invalid BBBEE Certificates or Affidavit will score zero points for specific goals. The type of certification a bidder needs to comply with is dependent on their annual turnover. For built environment professionals the requirements are as follows:

- (a) An entity with less than R1.8mil annual turnover as per their latest financial statements qualifies for the EME construction affidavit or submit a BEE certificate issued by CIPC.
- (b) All entities with more than R1.8mil annual turnover as per latest financial statements must engage a SANAS Accredited verification agency and will be issued with a BEE certificate.

#### **6.4 Stage :3 Qualitative Assessment**

- (a) Qualitative Assessment will be conducted on the three (3) highest scoring bidders to determine the acceptable lowest tender price and to ascertain other possible commercial risks pertaining to the bidder's capacity, past performance, and other risks.
- (b) The prices will be scrutinized to check for arithmetic errors to communicate with the bidders to acknowledge and decide if their bottom-line price still stands.
- (c) Tender offers will be compared against the cost estimate as well as the market average to confirm if the tender offers are market-related with no risks around the pricing.
- (d) The bidders will be assessed on their procurement integrity to establish whether the bidder or any of its directors been convicted of a corrupt or fraudulent act in competing for or executing any contract, whether the bidder or any of its directors is currently government employees and whether there is conflict of interests and/or collusion.
- (e) The bidders will also be checked if they do not appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters.
- (f) Assessment of all the risks associated with project execution and completion of the project.

#### **6.5 Final Outcomes of the Procurement Process**

- (a) Once the bid evaluation of bids is complete, a recommendation for award of the successful bidder will be made to the delegated bid adjudication committee for approval of award.
- (b) Unsuccessful bidders will be advised of the outcome of their bids in the procurement process.

### **7. DISQUALIFICATION**

Respondents will be disqualified immediately during the tendering stage or during the tender evaluation and adjudication stage or after the contract has been awarded if they are found to have conducted or committed any of the following:

- (a) Bidders, bidder's representatives, associates, or shareholders that sought to influence adjudication process of this tender, or outcomes of the adjudication process, directly or indirectly.
- (b) Bidder that failed to follow or observe the lines of communication that are prescribed in the Advert.
- (c) Collusion among bidders.
- (d) Misrepresentation of information.
- (e) Any Bidder or its principals or both who have engaged in corrupt and fraudulent practices, not only with the CDC but anywhere else.
- (f) Bidders who have pending liquidation, in receivership, bankrupt/insolvent (actually and commercially).
- (g) Bidder or discipline partner appearing on National Treasury blacklist, and

- (h) Bidders who have poor or negative performance reports on previous projects.

## **8. COPYRIGHT**

Copyright of this Document is vested in the CDC. It cannot be copied, in whole or in part, in any form or in any format without the prior written consent of the CDC.

## **9. FORMAT OF BID SUBMISSIONS**

For ease of reference and uniformity of the submissions, the bidders are required to package their Bid Submissions to this RFP as follows:

- (a) Cover Page, reflecting the: Title of the RFP & Bid Number; and Name of the Bidder & Discipline
- (b) Table of Contents.
- (c) The RFP; and
- (d) Annexures, i.e., the Returnable Documents of this document and any other supporting documents.
- (e) Bidders were requested to submit a tightly or securely packed bid document to avoid loose papers, with index and dividers. Bidders may use binders/ arch liver files and or heavy-duty staplers to tide their bid document. Submission with loose papers may be rejected.

## **10. CONFIDENTIALITY AND MEDIA PROTOCOL**

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. The CDC reserves the right to announce the names of Respondents to the media.

In submitting a response, a Respondent agrees that it shall not be entitled to any information disclosed by another applicant to the CDC, which the CDC has determined to be of a confidential nature. The content and details of the evaluation of submissions will remain confidential to the CDC.



## **11. ANNEXURES**

<b>ANNEXURE A:</b>	<b>SBD 1 INVITATION TO BID</b>
<b>ANNEXURE B:</b>	<b>SBD 4 BIDDERS DISCLOSURE FORM</b>
<b>ANNEXURE C:</b>	<b>SBD 6.1 PREFERENTIAL SCORING</b>
<b>ANNEXURE D:</b>	<b>AREAS/SITE SELECTION</b>
<b>ANNEXURE E:</b>	<b>FINANCIAL PROPOSAL/PRICING SCHEDULES – PART A – E</b>
<b>ANNEXURE F:</b>	<b>SUMMARY OF COST ESTIMATE PER AREA FOR FY 2024/54</b>
<b>ANNEXURE G</b>	<b>BBBEE CERTIFICATE/AFFIDAVIT</b>
<b>ANNEXURE H:</b>	<b>POPIA FORM</b>
<b>ANNEXURE I:</b>	<b>AUTHORITY FOR SIGNATORY</b>

**ANNEXURE A:**

**SBD 1**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	CDC/309/24 el at	CLOSING DATE:	14 October 2024	CLOSING TIME:	12:00
DESCRIPTION	Leasing of new vehicles for various Coega offices with the full maintenance for a period of 36 months with an option to extend by additional two years.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
1 Corner of Alcyon and Zibuko Street					
Coega Business Center – Zone 1					
Gqeberha					
6000					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Zine Mtanda		CONTACT PERSON	Zine Mtanda	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:Tenders30924@coega.com">Tenders30924@coega.com</a>		E-MAIL ADDRESS	<a href="mailto:Tenders30924@coega.com">Tenders30924@coega.com</a>	
<b>SUPPLIER INFORMATION</b>					
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

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
<p><b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b></p>			
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>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.</b></p>			

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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></p> <p>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.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>

**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: .....

---

**ANNEXURE B : SBD 4**  
**COMPULSORY BIDDERS 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?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is

---

<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.

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 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by

<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.

the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## ANNEXURE C :

## SBD 6.1

### 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:

- the 80/20 system for requirements with a Rand value of up to 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.

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	80.00
SPECIFIC GOALS	20.00
<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; and
- (d) **“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 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 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:

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

**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)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor 1	20	
B-BBEE Status Level of Contributor 2	18	
B-BBEE Status Level of Contributor 3	14	
B-BBEE Status Level of Contributor 4	12	
B-BBEE Status Level of Contributor 5	8	
B-BBEE Status Level of Contributor 6	6	

B-BBEE Status Level of Contributor 7	4	
B-BBEE Status Level of Contributor 8	2	
Non-compliant contributor	0	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. 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]

4.5. 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:** .....

.....

.....

## ANNEXURE D

### AREA SELECTION

Bidders may select one or all areas below by ticking a box next to the area they are interested in bidding for. Please note that a bidder can bid for any of the areas below and/or all of them, as per their desires.

CONTRACT NO.	AREAS OF SELECTION	TICK AN AREA YOU ARE BIDDING FOR AND SIGN BELOW
CDC/309/24 A	Area 1: Port Elizabeth / Gqeberha and Kariega Areas in Eastern Cape Province (EC)	
CDC/309/24 B	Area 2: East London Area in Eastern Cape Province (EC)	
CDC/309/24 C	Area 3: Mthatha Area in Eastern Cape Province (EC)	
CDC/309/24 D	Area 4: Durban Area in Kwazulu Natal Province (KZN)	
CDC/309/24 E	Area 5: Tshwane Area in Gauteng Province	

Name & Designation of Bidder: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

## ANNEXURE E - FINANCIAL PROPOSAL/PRICING SCHEDULES – PART A – E

Contract Number: CDC/309/24 A

Rental Cost Per Annum for Area 1: Port Elizabeth / Gqeberha and Kariega Areas in Eastern Cape Province (EC)

CITY	Location/Site	Vehicle Specification	Estimated Kilometres per month	Quantity required	Monthly Rental Cost Per Vehicle (Excluding Vat)	Rental Cost Per Month per Location/Site	Rental Costs Per Vehicle Per Annum (Excluding Vat)
				A	B	C=A*B	D= C*12
Gqeberha and Kariega	BPO Park	Toyota Hilux Bakkie 2.5 Single Cab with Canopy or Similar	1000-3000	1			
	Driver Training	Chevrolet Spark 1.2 Hatchback/Similar	1000-2000	3			
	HCS	VW Polo 1.6 Sedan/Similar	500-1000	1			
	HCS - SKILLS	VW Polo 1.6 Sedan/Similar	500-1500	1			
		Ford Ranger 2.2 TDCI DOUBLE CAB BASE 5MT 4x4 or Similar	500-1500	1			
	Head Office	VW Polo 1.6 Sedan/Similar	1000-5000	5			
		Toyota Hilux 2.2 TDCI SINGLE CAB XLS 6MT 4X2 or Similar	500-1500	2			
		10-Seater VW Kombi/Bus (with an aircon) or Similar	500-1500	1			
		Chevrolet Spark 1.2 Hatchback/Similar	500-1000	3			
		2.0 CTV Engine SUV or Similar	1000-5000	2			
	Logistics Park	Chevrolet Spark 1.2 Hatchback/Similar	500-1000	1			
	Sunrise Hotel	Toyota Quantum 2.5 D4D 15/16 Seater or Similar	1000-3000	1			
		Caddy 1.6 Panel van (Nissan/VW) or Similar	1000-3000	1			
		VW Polo 1.6 Sedan/Similar	500-1000	1			
	VACC	VW Polo/Similar 1.6 Sedan or Similar	500-1500	1			
		Toyota Hilux 2.2 TDCI SINGLE CAB XLS 6MT 4X2 or Similar	100-500	1			



		Caddy 1.6 Panel van (Nissan/VW) or Similar	500-1000	1			
Total				27			
Vat							
Total Including Vat							

Pricing Notes:

- (a) The quantities on the Pricing Schedule (BoQ) are indicative and may vary depending on the demand of motor vehicles by CDC and its client over the period of the term. The rates are fixed and firm, but the overall contract value may vary based on the demand on quantities used;
- (b) The Preference Point System will be applied for evaluation purposes. The basis of the points for price will be the summation of the rates as per the line items of the Pricing Schedule. Bidder(s) will be appointed based on the monthly rates.
- (c) The rates tender for and approved will be adjusted annually based on CPI.
- (d) Replacement of Vehicles at every 90 000 KM.
- (e) Bidders are required to read the pricing instructions in conjunction with the supply conditions.

Name & Designation of Bidder: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**Contract Number: CDC/309/24 A**

**Excess price rate changed per extra kilometre should we exceed the anticipated kilometres on the table above for Area 1: Port Elizabeth / Gqeberha and Kariega Areas in Eastern Cape Province (EC)**

RATE PER EXTRA KILOMETER UPON EXCEEDING THE STIPULATED KILOMETERS IN COLUMN A					
CITY	Location/Site	Vehicle Specification	Estimated Kilometres per month	Quantity required per Location/Site	Rate per Extra Kilometre after exceeding the stipulated Kilometres (Excluding Vat)
Gqeberha and Kariega	BPO Park	Toyota Hilux Bakkie 2.5 Single Cab with Canopy or Similar	1000-3000	1	
	Driver Training	Chevrolet Spark/Similar 1.2 Hatchback	1000-2000	3	
	HCS	VW Polo/Similar 1.6 Sedan	500-1000	1	
	HCS - SKILLS	VW Polo/Similar 1.6 Sedan	500-1500	1	
		Ford Ranger/Similar 2.2 TDCI DOUBLE CAB BASE 5MT 4x4	500-1500	1	
	Head Office	VW Polo/Similar Sedan	1000-5000	5	
		Toyota Hilux/Similar 2.2 TDCI SINGLE CAB XLS 6MT 4X2	500-1500	2	
		10-Seater VW Kombi/Bus/Similar (with an aircon)	500-1500	1	
		Chevrolet Spark/Similar 1.2 Hatchback	500-1000	3	
		1.5 CTV Engine SUV or Similar	1000-5000	2	
	Logistics Park	Chevrolet Spark/Similar 1.2 Hatchback	500-1000	1	
	Sunrise Hotel	Toyota Quantum 2.5 D4D/Similar 15/16-Seater	1000-3000	1	
		Caddy 1.6 Panel van (Nissan/VW) or Similar	1000-3000	1	
		VW Polo or Similar	500-1000	1	
	VACC	VW Polo/Similar 1.6 Sedan	500-1500	1	
		Toyota Hilux/Similar 2.2 TDCI SINGLE CAB XLS 6MT 4X2 or Similar	100-500	1	
		Caddy 1.6 Panel van (Nissan/VW) or Similar	500-1000	1	
Total				27	
Vat					



Total Including Vat		
---------------------	--	--

Pricing notes:

- (i) The extra kilometre rate is not subject to evaluation
- (ii) The price of the extra kilometre is subject to negotiation with the winning bidder
- (iii) The rate will be considered each year and negotiated if there is a need to do so

Name & Designation of Bidder: \_\_\_\_\_

Signature & Date: \_\_\_\_\_



**Contract Number: CDC/309/24 B**

**Rental Cost Per Annum for Area 2: East London Area in Eastern Cape Province (EC)**

CITY	Location/Site	Vehicle Specification	Estimated Kilometres per month	Quantity required	Monthly Rental Cost Per Vehicle (Excluding Vat)	Rental Cost Per Month per Location/Site	Rental Costs Per Vehicle Per Annum (Excluding Vat)
				A	B	C=A*B	D= C*12
East London	Satellite Office	VW Polo 1.6 Sedan or Similar	500-5000	1			
		Ford Ranger 2.2 TDCI SINGLE CAB XLS 6MT 4X4 or Similar	500-5000	2			
		2.0 CTV Engine SUV or Similar	500-5000	1			
Total				4			
Vat							
Total Including Vat							

**Pricing Notes:**

- (a) *The quantities on the Pricing Schedule (BoQ) are indicative and may vary depending on the demand of motor vehicles by CDC and its client over the period of the term. The rates are fixed and firm, but the overall contract value may vary based on the demand on quantities used;*
- (b) *The Preference Point System will be applied for evaluation purposes. The basis of the points for price will be the summation of the rates as per the line items of the Pricing Schedule. Bidder(s) will be appointed based on the monthly rates.*
- (c) *The rates tender for and approved will be adjusted annually based on CPI.*
- (d) *Replacement of Vehicles at every 90 000 KM.*
- (e) *Bidders are required to read the pricing instructions in conjunction with the supply conditions.*

**Name & Designation of Bidder:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_

**Contract Number: CDC/309/24 B**

**Excess price rate changed per extra kilometre should we exceed the anticipated kilometres on the table above for Area 2: East London Area in Eastern Cape Province (EC)**

RATE PER EXTRA KILOMETER UPON EXCEEDING THE ESTIMATED KILOMETRES BELOW					
CITY	Location/Site	Vehicle Specification	Estimated Kilometres per month	Quantity required	Rate per Extra Kilometre after exceeding the stipulated Kilometres (Excluding Vat)
East London	Satellite Office	VW Polo 1.6 Sedan or Similar	500-5000	1	
		Ford Ranger 2.2 TDCI SINGLE CAB XLS 6MT 4X4 or Similar	500-5000	2	
		2.0 CTV Engine SUV or Similar	500-5000	1	
Total				4	
Vat					
Total Including Vat					

**Pricing notes:**

- (i) The extra kilometre rate is not subject to evaluation
- (ii) The price of the extra kilometre is subject to negotiation with the winning bidder
- (iii) The rate will be considered each year and negotiated if there is a need to do so

**Name & Designation of Bidder:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_

**Contract Number: CDC/309/24 C**

**Rental Cost Per Annum for Area 3: Mthatha Area in Eastern Cape Province (EC)**

CITY	Location/Site	Vehicle Specification	Estimated Kilometres per month	Quantity required	Monthly Rental Cost Per Vehicle (Excluding Vat)	Rental Cost Per month	Rental Costs Per Vehicle Per Annum (Excluding Vat)
				A	B	C=A*B	D= C*12
MTHATHA	Satellite Office	Toyota Hilux 2.5 Double Cab, 1,6 base with Canopy or Similar	500-2000	1			
Total				1			
Vat							
Total Including Vat							

**Pricing Notes:**

- (a) *The quantities on the Pricing Schedule (BoQ) are indicative and may vary depending on the demand of motor vehicles by CDC and its client over the period of the term. The rates are fixed and firm, but the overall contract value may vary based on the demand on quantities used;*
- (b) *The Preference Point System will be applied for evaluation purposes. The basis of the points for price will be the summation of the rates as per the line items of the Pricing Schedule. Bidder(s) will be appointed based on the monthly rates.*
- (c) *The rates tender for and approved will be adjusted annually based on CPI.*
- (d) *Replacement of Vehicles at every 90 000 KM.*
- (e) *Bidders are required to read the pricing instructions in conjunction with the supply conditions.*

**Name & Designation of Bidder:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_

**Contract Number: CDC/309/24 C**

**Excess price rate changed per extra kilometre should we exceed the anticipated kilometres on the table above for Area 3: Mthatha Area in Eastern Cape Province (EC)**

RATE PER EXTRA KILOMETER UPON EXCEEDING THE STIPULATED KILOMETERS IN COLUMN A					
CITY	Location/Site	Vehicle Specification	Estimated Kilometres per month	Quantity required	Rate per Extra Kilometre after exceeding the stipulated kilometres (Excluding Vat)
MTHATHA	Satellite Office	Toyota Hilux 2.5 Double Cab, 1,6 base with Canopy or Similar	500-2000	1	
<b>Total</b>				<b>1</b>	
<b>Vat</b>					
<b>Total Including Vat</b>					

**Pricing notes:**

- (i) The extra kilometre rate is not subject to evaluation
- (ii) The price of the extra kilometre is subject to negotiation with the winning bidder
- (iii) The rate will be considered each year and negotiated if there is a need to do so

**Name & Designation of Bidder:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_

**Contract Number: CDC/309/24 D**

**Rental Cost Per Annum for Area 4: Durban Area in KwaZulu Natal Province (KZN)**

CITY	Location /Site	Vehicle Specification	Estimated Kilometres per month	Quantity required	Monthly Rental Cost Per Vehicle (Excluding Vat)	Rental Cost Per Month per Vehicle (Excluding Vat)	Rental Costs Per Vehicle Per Annum (Exclusive Vat)
				A	B	C=A*B	D= C*12
DURBAN	Satellite Office	Nissan NP300 2.5D Single Cab or Similar	500-6000	1			
		VW Polo 1.6 Sedan or Similar	500-6000	1			
		Ford Ranger 2.2 TDCI DOUBLE CAB BASE 5MT 4x4 or Similar	500-6000	2			
Total				4			
Vat							
Total Including Vat							

**Pricing Notes:**

- (a) *The quantities on the Pricing Schedule (BoQ) are indicative and may vary depending on the demand of motor vehicles by CDC and its client over the period of the term. The rates are fixed and firm, but the overall contract value may vary based on the demand on quantities used;*
- (b) *The Preference Point System will be applied for evaluation purposes. The basis of the points for price will be the summation of the rates as per the line items of the Pricing Schedule. Bidder(s) will be appointed based on the monthly rates.*
- (c) *The rates tender for and approved will be adjusted annually based on CPI.*
- (d) *Replacement of Vehicles at every 90 000 KM.*
- (e) *Bidders are required to read the pricing instructions in conjunction with the supply conditions.*

**Name & Designation of Bidder:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_

**Contract Number: CDC/309/24 D**

**Excess price rate changed per extra kilometre should we exceed the anticipated kilometres on the table above for Area 4: Durban Area in KwaZulu-Natal Province (KZN)**

RATE PER EXTRA KILOMETER UPON EXCEEDING THE STIPULATED KILOMETERS IN COLUMN A					
CITY	Location/Site	Vehicle Specification	Estimated Kilometres per month	Quantity required	Rate per Extra Kilometre after exceeding the stipulated (Excluding Vat)
DURBAN	Satellite Office	Nissan NP300 2.5D Single Cab or Similar	500-6000	2	
		VW Polo 1.6 Sedan or Similar	500-6000	1	
		Ford Ranger 2.2 TDCI DOUBLE CAB BASE 5MT 4x4 or Similar	500-6000	2	
<b>Total</b>				<b>5</b>	
<b>Vat</b>					
<b>Total Including Vat</b>					

**Pricing notes:**

- (i) The extra kilometre rate is not subject to evaluation
- (ii) The price of the extra kilometre is subject to negotiation with the winning bidder
- (iii) The rate will be considered each year and negotiated if there is a need to do so

**Name & Designation of Bidder:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_

**Contract Number: CDC/309/24 E**

**Rental Cost Per Annum for Area 5: Tshwane Area in Gauteng Province (GP)**

CITY	Location/Site	Vehicle Specification	Estimated Kilometres per month	Quantity required	Monthly Rental Cost Per Vehicle (Excluding Vat)	Rental Cost Per Month	Rental Costs Per Vehicle Per Annum (Excluding Vat)
				<b>A</b>	<b>B</b>	<b>C=A*B</b>	<b>D=B*12</b>
<b>TSHWANE</b>	<b>Satellite Office</b>	VW Polo 1.6 Sedan or Similar	500-2000	1			
<b>Total</b>				<b>1</b>			
<b>Vat</b>							
<b>Total Including Vat</b>							

**Pricing Notes:**

- (a) *The quantities on the Pricing Schedule (BoQ) are indicative and may vary depending on the demand of motor vehicles by CDC and its client over the period of the term. The rates are fixed and firm, but the overall contract value may vary based on the demand on quantities used;*
- (b) *The Preference Point System will be applied for evaluation purposes. The basis of the points for price will be the summation of the rates as per the line items of the Pricing Schedule. Bidder(s) will be appointed based on the monthly rates.*
- (c) *The rates tender for and approved will be adjusted annually based on CPI.*
- (d) *Replacement of Vehicles at every 90 000 KM.*
- (e) *Bidders are required to read the pricing instructions in conjunction with the supply conditions.*

**Name & Designation of Bidder:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_

**Contract Number: CDC/309/24 E**

**Excess price rate changed per extra kilometre should we exceed the anticipated kilometres on the table above for Area 5: Tshwane Area in Gauteng Province (GP)**

RATE PER EXTRA KILOMETER UPON EXCEEDING THE STIPULATED KILOMETERS IN COLUMN A					
CITY	Location/Site	Vehicle Specification	Estimated Kilometres per month	Quantity required	Rate per Extra Kilometre after exceeding the stipulated Kilometres (Excluding Vat)
TSHWANE	Satellite Office	VW Polo/Similar 1.6 Sedan	500-2000	1	
Total				5	
Vat					
Total Including Vat					

**Pricing notes:**

- (i) The extra kilometre rate is not subject to evaluation
- (ii) The price of the extra kilometre is subject to negotiation with the winning bidder
- (iii) The rate will be considered each year and negotiated if there is a need to do so

**Name & Designation of Bidder:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_



## ANNEXURE F: SUMMARY OF COST ESTIMATE FOR FY 2024/25 – 2025/26 – 2026/27

Contract Number: DCD -309/24 A - E

Area 1 to 5: Combined

CONTRACT SELECTION		AREAS OF SELECTION	Motor Vehicle Total per Area	Year 1 (Excluding Vat)	Year 2 (Excluding Vat)	Year 3 (Excluding Vat)	Total (Excluding Vat)
1	CDC/309/24 -A	Area 1: Port Elizabeth/Gqeberha and Kariega Eastern Cape (EC)	27				
2	CDC/309/24 -B	Area 2: East London in the Easter Cape (EC)	5				
3	CDC/309/24 -C	Aria 3: Mthatha in Eastern Cape (EC)	1				
4	CDC/309/24 -D	Area 4: Durban in Kwa-Zulu Natal Province (KZN)	4				
5	CDC/309/24 -E	Area 5: Tshwane in Gauteng Province (GP)	1				
Total			38				
Vat							
Total Including Vat							

Name & Designation of Bidder: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

ANNEXURE G : BBBEE CERTIFICATE/AFFIDAVIT

EME AND QSE AFFIDAVIT TEMPLATES

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

- 1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
- 2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –  who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalisation- before 27 April 1994; or on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”

<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups means:  unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; Black people who are youth as defined in the National Youth Commission Act of 1996; Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; Black people living in rural and underdeveloped areas; Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”
--	--

3. I hereby declare under Oath that:

The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9.3.3 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_%
  - Black Disabled % = \_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_(DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

4. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp Date:

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

- 1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
- 2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalisation- before 27 April 1994; or on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	“Black Designated Groups” means unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; Black people who are youth as defined in the National Youth Commission Act of 1996; Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; Black people living in rural and underdeveloped areas; Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

- 3. I hereby declare under Oath that:
  - The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9.
- (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
- Black Youth % = \_\_\_\_%
- Black Disabled % = \_\_\_\_%
- Black Unemployed % = \_\_\_\_\_%
- Black People living in Rural areas % = \_\_\_\_\_%
- Black Military Veterans % = \_\_\_\_\_%
- Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_(DD/MM/YYYY), the annual Total Revenue was between R 10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

- 4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- 5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of  
Oaths Signature &  
stamp Date:

**ANNEXURE H : POPIA CONSENT FORM**

## PROTECTION OF PERSONAL INFORMATION: CONSENT FORM

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Coega Development Corporation (CDC) obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the CDC from time to time. The CDC confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

In order to comply with procurement principles, set out in Section 217 of the Constitution and national procurement legislative prescripts, the names of all entities that submitted a bid, the tendered price thereof and the subsequent award will be made public.

The CDC hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Unless directed to do so by an order of court, the CDC does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and will be seized with information of a personal nature pertaining to the CDC. Some of the information may, because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the CDC requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

## AGREEMENT

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
  - a) They process the information only for the express purpose for which it was obtained.
  - b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
  - c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
  - d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
  - e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was

- intended, explicit written consent will be obtained prior to the execution of such reason.
- f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organization.
3. Bidder’s Obligations:
- a) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorized access or unlawful use of any of the CDC’s personal information.
- b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
- c) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
- d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CDC.

**On behalf of the Bidder:**

..... Signature	..... Date
..... Position	..... Name of the Bidder

**On behalf of the Client:**

..... Signature	..... Date
..... Position	..... Name of Client Representative



ANNEXURE I

T2.2.1 FORM A: Authority for Signatory

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for Company

I, ....., chairperson

of the board of .....,

hereby confirm that by resolution of the board (copy attached) taken on

..... 20...., Mr/Ms .....

acting in the capacity of ....., was authorised to sign all documents in connection with this tender for Contract No. CDC/OPS-RFP-007-22 and any contract resulting from it on behalf of the company.

As witnesses:

1. ....

Chairman: .....

2. ....

Date: .....

**B. Certificate for Partnership**

We, the undersigned, being the key partners in the business trading as .....

....., hereby authorise

Mr/Ms .....,  
acting in the capacity of ....., to  
sign all documents in connection with this tender for Contract No CDC-OPS-REP-007-23 and  
any contract resulting from it on our behalf.

Name	Address	Signature	Date

***Note: This certificate is to be completed and signed by all key partners upon whom rests  
the direction of the affairs of the Partnership as a whole***