

EMAKHAZENI LOCAL MUNICIPALITY



PROVISION OF FINANCE LEASE FOR THE SUPPLY, DELIVERY, AND MANAGEMENT OF MUNICIPAL VEHICLES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF 60 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY

ELM 25- 26/05/04

TENDER DOCUMENT

EMPLOYER:

EMAKHAZENI LOCAL MUNICIPALITY

25 Scheepers Street

Belfast

1100

Tel: (013) 253 7600

Fax: (013) 253 1696

NAME OF TENDERER :

TOTAL BID PRICE (EXCL. VAT) :

TOTAL BID PRICE (INCL. VAT) :

CENTRAL SUPPLIER DATABASE NO :

TAX COMPLIANT STATUS PIN :



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TENDERING PROCEDURES

THE TENDER

Part T1: Tendering Procedures

- T1.1 Tender notice and invitation to tender
- T1.2 Tender Data
- T1.3 General Conditions of the bid proposal: Definitions



T1.1 TENDER NOTICE AND INVITATION TO TENDER

Bid documents will be obtainable on payment of cash non-refundable document fee of R1500.00 from our offices at Emakhazeni Local Municipality, 25 Scheepers Street, Belfast during office hours from 07H45 to 12h30 and 13h00 to 15h00 weekdays, or on supply of proof of EFT payment made into the following bank account: **FNB Current Account Number 62028195510 Branch Code 270351, Tender Reference number (Project Number and Company Name)**, the document can also be obtained on the municipality's website or **on the e-Tender Website at <http://www.etenders.gov.za/content/advertised-tenders>** at no cost.

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in a envelope and externally endorsed with **Project No; and Description**; and be deposited in the Tender Box, Ground Floor, Emakhazeni Local Municipality, 25 Scheepers Street, Belfast, Mpumalanga. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Project number	Description	Availability of Tender document	Closing Date	Evaluation Method	Contact person
ELM 25- 26/05/04	Provision of finance lease for the supply, delivery, and management of municipal vehicles on an 'as and when required' basis for a period of 60 months for Emakhazeni Local Municipality	Thursday, the 15th of May 2026	Monday, the 15th of June 2026 at 12h00	Administrative (mandatory) requirements Functionality: 70% 80/20 Preferential Points (Price & Specific Goals)	Procurement enquiries: Mr. Sibusiso Gwebu at 013 253 7601 sibusiso.gwebu@emakhazeni.gov.za Technical enquiries: Mr. Maroga Thomas at 013 253 7600 thomas.maroga@emakhazeni.gov.za

Tenders will be evaluated in terms of the Supply Chain Management policy of the Emakhazeni Local Municipality aligned to Municipal Supply Chain Management Regulations. The method for evaluation of service providers is based on functionality. Company Registration Number and tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status must be attached. Service providers must be registered at central supplier database (CSD).

NOTE TO BIDDERS ON BID CONDITIONS:

- The Supply Chain Management Policy of Emakhazeni Local Municipality will apply. The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to bid;
- Bids that are submitted late, incomplete, unsigned or by facsimile, electronically or not completed in black ink will be rejected and not accepted for further evaluation;
- Members or Directors of Companies or Service Providers who are state employees are not allowed to bid or quote;
- Bids submitted are to be valid for a period of 90 days;

MR. S.C NKOSI
ACTING MUNICIPAL MANAGER
EMAKHAZENI LOCAL MUNICIPALITY



**[MBD1] PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF EMAKHAZENI LOCAL MUNICIPALITY

BID NUMBER:	ELM25- 26/05/04	CLOSING DATE:	15 JUNE 2026	CLOSING TIME:	12H00
DESCRIPTION	PROVISION OF FINANCE LEASE FOR THE SUPPLY, DELIVERY, AND MANAGEMENT OF MUNICIPAL VEHICLES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF 60 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

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

Emakhaseni Local Municipality
25 Scheepers Street
Belfast, 1100
Mpumalanga

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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS POINTS]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	SUPPLY CHAIN	CONTACT PERSON	Thomas Maroga
CONTACT PERSON	Sibusiso Gwebu	TELEPHONE NUMBER	013 253 7600
TELEPHONE NUMBER	013 253 7601	FACSIMILE NUMBER	013 253 1889
FACSIMILE NUMBER	013 253 1889	E-MAIL ADDRESS	thomas.maroga@emakhazeni.gov.za
E-MAIL ADDRESS	sibusiso.gwebu@emakhazeni.gov.za		



**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 ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



T1.2 TENDER DATA

Clause No.		
F.1.4	The Employer's Representative is:	
	Supply Chain Management Unit	Email: sibusiso.gwebu@emakhazeni.gov.za Tel: 013 253 7601
	End user Department	Email: nicholus.mbethe@emakhazeni.gov.za Tel: 013 253 7600
	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer or his nominee will be regarded as amending the tender documents.	
F.2.1	Eligibility	
	Only those tenderers who satisfy the following criteria are eligible to submit tenders:	
	Responsive tenders are ONLY those tenders with all documents and pages, contained herein, that have been signed by the responsible person duly authorised to sign all documents indicated on the returnable document "FORM C Authority of Signatory."	
F.2.2	No compulsory clarification meeting:	
F.2.3	No late, faxed, emailed or other form of tender will be accepted. Completed tenders in Black ink in sealed envelopes and clearly marked "Project No: ELM 25- 26/05/04: 'PROVISION OF FINANCE LEASE FOR THE SUPPLY, DELIVERY, AND MANAGEMENT OF MUNICIPAL VEHICLES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF 60 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY'" must be placed in Tender Box at SCM Office, EMAKHAZENI LOCAL MUNICIPALITY, 25 Scheepers Street, Belfast, 1100 Closing date: 15 JUNE 2026 Closing Time:12h00	Location: Emakhazeni Tender Box EMAKHAZENI LOCAL MUNICIPALITY 25 , Scheepers Street Belfast
F.2.14	Failure to complete in all returnable schedules and signing thereof will results an automatic disqualification.	
F.2.15	The closing time for submission of tender offers and proposals is as mentioned in F.2.3 above and as stated in the Tender Notice and Invitation to Tender.	
F.2.16	All tenders received by the EMAKHAZENI LOCAL MUNICIPALITY will remain in the Municipality's possession until after the stipulated closing date and time.	
	The Tender offer validity period is 90 Days.	
F2.16.3	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered	
F2.23	The tenderer is required to submit with his tender the below mentioned documents: Non Submission of the following documents will results in automatic disqualification: (1) a copy of the Company / CC Registration. In case of Joint Venture – both companies / cc to submit registration documentation.	



	(2) In case of Joint Venture – the Joint Venture Agreement.																																				
F.3.1.1	Questions or queries must be submitted at least five (5) working days before the stipulated closing date and time of the tender. However, ELM shall not be liable nor assume liability for failure to respond to any questions and / or queries raised by the Tenderer.																																				
F.3.6	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the ELM																																				
F.3.11.1	<p>Evaluation of Tenders</p> <p>The Municipal SCM Policy & National Treasure Guidelines will be used for evaluation of prospective service providers as per the approved scoring system by the specification committee. The 80/20-point system shall be used for Evaluation of tender documents in terms of Preferential Procurement Point Framework Act.</p> <p>FUNCTIONALITY POINTS:</p> <p>Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive. The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.</p> <table border="1"> <thead> <tr> <th>CRITERIA</th> <th>SUB-CRITERIA</th> <th>SCALE</th> <th>MAXIMUM SCORE</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Number of vehicles under management as at the date of submission i.e. full maintenance lease, finance lease, and managed maintenance. Bidders to attach reference letters not older than 2 years stating the number of vehicles managed and service provided</td> <td>More than 1000 vehicles</td> <td>20</td> <td rowspan="3">20</td> </tr> <tr> <td>350 – 1000 vehicles</td> <td>10</td> </tr> <tr> <td>Less than 350 vehicles</td> <td>0</td> </tr> <tr> <td>Call Centre (manned 24/7/365 days) and Fleet Management System</td> <td>Bidders must have own existing 24/7/365 days manned call centre. Site inspection of call centre facility and demonstration of fleet management system to be conducted (pre-inspection requirements will be issued before inspection)</td> <td>5</td> <td>5</td> </tr> <tr> <td rowspan="2">Provide evidence of experience (i.e. letters of award/ appointment) of at least Six (6) leasing contracts within the Public Sector for finance lease and/or full maintenance lease in the period 01 January 2022 to date of submission of this bid</td> <td>At least 6 contracts</td> <td>20</td> <td rowspan="2">20</td> </tr> <tr> <td>Less than 6 but more than 4 contracts</td> <td>10</td> </tr> <tr> <td rowspan="3">Number of years company performing fleet management services (attach appointment letters)</td> <td>At least 10 years</td> <td>10</td> <td rowspan="3">10</td> </tr> <tr> <td>6 – 9 years</td> <td>5</td> </tr> <tr> <td>Less than 5 years</td> <td>0</td> </tr> <tr> <td rowspan="2">Submission of two (2) detailed portfolio of evidence (report copies)</td> <td>At least 2</td> <td>10</td> <td rowspan="2">10</td> </tr> <tr> <td>Only 1</td> <td>5</td> </tr> </tbody> </table>	CRITERIA	SUB-CRITERIA	SCALE	MAXIMUM SCORE	Number of vehicles under management as at the date of submission i.e. full maintenance lease, finance lease, and managed maintenance. Bidders to attach reference letters not older than 2 years stating the number of vehicles managed and service provided	More than 1000 vehicles	20	20	350 – 1000 vehicles	10	Less than 350 vehicles	0	Call Centre (manned 24/7/365 days) and Fleet Management System	Bidders must have own existing 24/7/365 days manned call centre. Site inspection of call centre facility and demonstration of fleet management system to be conducted (pre-inspection requirements will be issued before inspection)	5	5	Provide evidence of experience (i.e. letters of award/ appointment) of at least Six (6) leasing contracts within the Public Sector for finance lease and/or full maintenance lease in the period 01 January 2022 to date of submission of this bid	At least 6 contracts	20	20	Less than 6 but more than 4 contracts	10	Number of years company performing fleet management services (attach appointment letters)	At least 10 years	10	10	6 – 9 years	5	Less than 5 years	0	Submission of two (2) detailed portfolio of evidence (report copies)	At least 2	10	10	Only 1	5
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PROVISION OF FINANCE LEASE FOR THE SUPPLY, DELIVERY, AND MANAGEMENT OF MUNICIPAL VEHICLES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF 60 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY

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	for fleet assessment work done previously				
	Bank Guarantee or Guarantee of R15 million from any institution accredited by the FSB/FSCA or Reserve Bank	Proof attached	35	35	
		No proof – Non submission will result in automatic disqualification	0		
F 3.15	<p>If the Tender does not comply with the Tender conditions, the Tender will be rejected. If specifications are not met, the Tender will also be rejected. <u>With regard to the above, certain actions or errors are unacceptable, and warrants REJECTION OF THE TENDER, for example:</u></p> <ul style="list-style-type: none"> • The Master Registration Number and Tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status must be attached. • Non submission of company registration certificates. • Non submission of the proposal in the prescribed format • Pages to be completed, removed from the Tender document, and have therefore not been submitted. • Failure to fully complete the schedule of quantities as required. • Scratching out without initialling next to the amended rates or information. • Writing over / painting out rates / the use of tippex or any erasable ink, eg. pencil. • Tempering with the original tender document in any way. • Not completing the document by black ink. • Failure to attend compulsory briefing meetings, if any. • The Tender has not been properly signed by a party having the authority to do so, according to the Form C – "Authority for Signatory" • No authority for signatory submitted. • Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications. • The Tenderer's attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract. • The Tender has been submitted after the relevant closing date and time • If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. • If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory. • The declaration of interest form is not fully completed, or any false declaration 				



	<p>2. Size of enterprise and current workload</p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> ▪ Previous and expected current annual turnover ▪ Current contractual obligations ▪ Capacity to execute the contract <p>3. Staffing profile</p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> ▪ Staff available for this contract being Tendered for ▪ Qualifications, registration and experience of key staff to be utilised on this contract <p>4. Good standing with SA Revenue Services</p> <ul style="list-style-type: none"> ▪ Determine whether a valid tax clearance certificate or verification pin has been submitted. ▪ <u>The Tenderer must affix a valid Tax Clearance Certificate or Master Registration Number and tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status must be attached to the designated page of the Tender document.</u> <p>If the Tender does not meet the requirements contained in the EML Supply Chain Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p> <p>5. Penalties</p> <p>The EMAKHAZENI LOCAL MUNICIPALITY will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty of twice the theoretical financial preference associated with the claim, which was made in the Tender. ▪ Restrict the firm, its shareholders and directors on obtaining any business from the EMAKHAZENI LOCAL MUNICIPALITY for a period of 5 years.
	<p>Regulations of disputes, objections, complaints and queries will be handled in accordance with Supply Chain Management Policy of EMAKHAZENI LOCAL MUNICIPALITY.</p>
F3.16	<p>In the event that no correspondence or communication is received from the ELM within ninety (90) days after the stipulated closing date and time of the tender, the tender proposal will be deemed to be unsuccessful. The number of paper copies of the signed contract to be provided by the Employer is one.</p>
F3.11.9	<p>The quality criteria and maximum score in respect of each of the criteria are as given Municipal Supply Chain Management Regulations. The number of paper copies of the signed contract to be provided by the employer is one</p>
F.3.11.9	<p>The additional conditions of Tender are:</p> <ol style="list-style-type: none"> 1. EMAKHAZENI LOCAL MUNICIPALITY may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.



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	<p>2. The EMAKHAZENI LOCAL MUNICIPALITY reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.</p>
	<p>The tenderer is to note that the following Additional Relevant Documents will form part of this contract:</p> <ul style="list-style-type: none">(i) EMAKHAZENI LOCAL MUNICIPALITY Supply Chain Management Policy,(ii) ELM General Conditions of Contract(iii) Occupational Health and Safety Policy



T1.3 GENERAL CONDITIONS OF THE BID PROPOSAL

1. Definitions

In these Conditions of Bid, words and expressions shall have the meanings assigned to them in the various parts of the Bid Documents and in addition, the following words and expressions shall have the meanings assigned to them hereunder:

Words and Expressions	Meaning
"Addendum" and "Addendum to Bid"	any document so entitled and pertaining to the Bid, as may be issued by the Council to prospective Bidders at any time prior to the Closing of Bids
"Authorized"	By or with the prior written instruction, consent or approval of the Council and "unauthorized" means the converse.
"Closing of Bids"	The time and date before which Bids must be received by the Council and after which no further Bids will be accepted by the Council.
"Conforming Bid"	a bid which is strictly in accordance with the Bid Documents in all respects, without variation, addition, omission or qualification whatever.
"Bidder"	Any person, firm, or juristic party which submits a Bid to the Council in response to the Invitation issued or published by the Council inviting the submission of Bids.
"Bid Period"	The period between the issue by the Council, of an invitation to submit Bids for the project or the issue of the Bid Documents, whichever is the earlier, and the Closing of Bids.
brand names, trademarks, names, patent or producer,	Any reference in circumstances to brand names, trademarks, names, patent or producer, implies to be followed by the word "or similar" or "or equivalent".

2. INTERPRETATION

2.1. APPLICATION

These Conditions of Bid govern the submission and adjudication of proposals and the acceptance by the Council of any proposal. They shall not form part of nor be interpreted or construed as forming part of any subsequent Contract as may result from the acceptance by the Council of any Bid received, nor shall these Conditions of Bid have any force or significance in any such subsequent Contract.

2.2. LANGUAGE

These Conditions of Bid shall be interpreted in the English language.

2.3. GOVERNING LAW

All Bids, as well as the adjudication thereof and the acceptance of any bid shall be subject to the law of the Republic of South Africa.

2.4. SINGULAR, PLURAL AND GENDER

In these Conditions of Bid, words importing the singular include the plural and words imparting the masculine include the feminine and neuter and vice versa where the context requires.

2.5. HEADINGS AND SUB-TITLES

The clause headings and sub-titles in these Conditions of Bid shall not be deemed to be part thereof nor be taken into consideration in the interpretation or construction thereof or of the Conditions of Bid.

2.6. SCHEDULE AND FORMS TO BE COMPLETED BY THE BIDDER

2.6.1. Bidders must complete the proposal Documents where entries by the Bidder are required, in indelible black ink, and notice must be taken that tip-ex or any other corrective measures may not be used in the document.

2.6.2. All alterations must be initialled by the authorised submitter.



2.7. AMENDMENTS TO THE BID DOCUMENTS

2.7.1. AMENDMENTS BY THE BIDDER

- 2.7.1.1. Bidders shall not make any unauthorised amendment or addition to any part of the text or content of the proposal Documents. If any such unauthorised amendments, alterations or additions are made by the Bidder, these will be deemed to be of no force or significance in the Bid and will be ignored in the evaluation and adjudication of the Bid.
- 2.7.1.2. Any point of difficulty in the interpretation of the Bid Documents must be clarified with the Council as early as possible during the Bid Period. If a query by any Bidder is found to be of significance, the Council will inform all Bidders accordingly as soon as possible.

2.7.2. AMENDMENTS BY THE EMPLOYER

- 2.7.2.1. The Council shall be entitled, at any time prior to the Closing of Bids, to make any variation, amendment or addition to, or omission from the Bid Documents, including to the time and date set for the Closing of Bids, by the issuing of an Addendum (or Addenda).
- 2.7.2.2. Any Addendum so issued shall be deemed to form part of the Bid Documents and shall be communicated in writing to all parties who have acquired the Bid Documents from the Council.
Prospective Bidders shall comply in all respects with the content of any such Addendum and failure to do so will render any Bid subsequently submitted, as invalid.
- 2.7.2.3. No variation by the Council of the Bid Documents will be of any force or effect unless set out in an Addendum as described above, despite the fact that a variation of or amendment to the Bid Documents may have been implied in or may reasonably be inferred from any other document issued or statement made by the Council.

3. SIGNING OF BID

The Bid must be signed in the presence of the subscribing witnesses, by the person named in the form entitled "Authority of Signatory" in the section "Forms to be Completed by the Bidder" of the Bid Documents, as duly authorised by the Bidder to do so.

4. CONFIDENTIAL NATURE OF DOCUMENTS

The content of the Bid Documents is private and confidential and copyright in every aspect thereof remains vested in the Council. Recipients of the Bid Documents shall not be entitled to utilise the Bid Documents or any part of the content thereof for any purpose whatsoever, other than for the preparation and submission of their Bid and shall, whether a Bid is submitted or otherwise, treat the details of the documents as private and confidential.

5. COSTS INCURRED BY BIDDERS

The Council will neither be responsible for nor pay for any costs whatever, incurred by any Bidder or any recipient of the Bid Documents in preparing a Bid, nor in providing any such further information pertaining to the Bid as may be required by the Council or in terms of these Conditions of Bid.

6. ACCEPTANCE OF BID

The Council is not bound to accept any Bid or the lowest bid sum offered and reserves the right to award in part or in whole.

7. PERIOD OF VALIDITY OF BIDS

- 7.1. The bids shall remain valid for a period of three (3) months or 90 days after the Closing date.
- 7.2. Prices must be firm during this period and not linked to any exchange rate whatsoever.



8. REPUDIATION OF BID OR INVALIDATION OF CONTRACT

- 8.1. If the Council is satisfied that the Bidder or any person, whether an employee, partner, director, member or shareholder of the Bidder, or a person acting on behalf of or with the knowledge of the Bidder:
- 8.1.1. Has offered, promised or given a bribe or other gift or remuneration or reward to any person in connection with obtaining a contract; or has acted in a fraudulent or corrupt manner in obtaining a contract; or
 - 8.1.2. Has approached an officer or employee of the Council in order to influence the award of a contract in the Bidder's favour; or
 - 8.1.3. Has entered into an agreement or has made an arrangement, whether legally binding or not, with another person, firm or company to:
 - 8.1.3.1. Refrain from bidding for this Contract; or**
 - 8.1.3.2. as to the amount of the Bid to be submitted by either party;
 - 8.1.3.3. Except only where such other person or firm is named in the Bid as a prospective member of an intended Joint Venture to be formed if the Bid is accepted by the Council; or
 - 8.1.4. Has disclosed to another person, firm or company other than the Council, the exact or approximate amount of its proposed Bid, except only when:
 - 8.1.4.1. the disclosure, in confidence, had been necessary in order to obtain insurance premium quotations required for the preparation of the Bid; or
 - 8.1.4.2. such other person, firm or company is named in the Bid as a prospective member of an intended Joint Venture to be formed if the Bid is accepted by the Council;
 - 8.1.5. The Council may, in addition to other legal remedies, repudiate the Bid or declare the Contract invalid if the Contract has been awarded.

9. BIDDER'S ADDRESS FOR THE DELIVERY OF NOTICES

Each Bidder shall, indicate a place in the Republic of South Africa and specify it in the "Bidders Particulars" form, where legal process and all notices pertaining to the Bid may be delivered to him. Such address shall not be a postal box, private bag or electronic address, but shall be the address of a physical location within South Africa (e.g. street address, property/stand number or farm name etc.).

10. ADDITIONAL INFORMATION REQUIRED

- 10.1. The Council may request any Bidder to clarify any aspect of its Bid and also reserves the right to instruct a public accountant to report on the financial status of the Bidder, and the Bidder must render all reasonable assistance in such an investigation.
- 10.2. The additional information so obtained, as well as all written information submitted by the Bidder with and in support of its Bid, will be considered to form the basis on which the Bid has been prepared and submitted.

11. TAXES AND LEVIES

The bidder must submit with this bid an original and valid Tax Pin from the South African Revenue Services (SARS).

12. CLEARANCE FROM MUNICIPALITIES

The contractor must provide clearance from the municipality where they are based indicating that they are not in arrears with regard to their respective municipal services accounts. Bidders that are based in areas that are non-rated and no municipal services are provided to them are required to provide a letter from the municipality confirming that the area is non-rated.



13. NO ACCEPTANCE OF BIDS FROM PERSONS IN THE SERVICE OF THE STATE

- 13.1. No bids will be considered from persons in the service of the state
- 13.1.1. MSCM Regulations: "in the service of the state" means to be –
- 13.1.1.1. a member of any municipal council;
 - 13.1.1.2. a member of any provincial legislature; or
 - 13.1.1.3. a member of the national Assembly or the national Council of provinces;
 - 13.1.1.4. a member of the board of directors of any municipal entity;
 - 13.1.1.5. an official of any municipality or municipal entity;
 - 13.1.1.6. an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - 13.1.1.7. a member of the accounting authority of any national or provincial public entity; or
 - 13.1.1.8. an employee of Parliament or a provincial legislature.

14. SPECIAL CONDITIONS OF THE BID PROPOSAL

- 14.1. The transaction shall be subject to any stipulations in any Act, Ordinance or By-law pertaining thereto.
- 14.2. No proposals by any person that is not competent to enter into an agreement will be considered and if it is established that it is the case, the contract agreement in this regard will be considered null and void by Council.
- 14.3. Disputes must be settled by means of mutual consultation, mediation (with or without legal representation) or when unsuccessful, in a South African court of law on an attorney and client scale.
- 14.4. Should any legal action be deemed necessary to determine any aspect arising out of these conditions or to enforce any rights in terms of these conditions, then and in that event the parties hereto agree categorically to the jurisdiction of the Magistrate's Court to hear such action and to pass judgment notwithstanding the fact that the cause of action is beyond the jurisdiction of the Court: Provided always that Council shall have the right in its sole discretion to take action in any competent higher court in any matter exceeding the ordinary jurisdiction of the Magistrate's Court.
- 14.5. Council reserves the right to accept any cost proposal in a bid submitted or part thereof and will not be obliged to accept the lowest bid price submitted in a bid OR any cost proposal submitted.
- 14.6. Council reserves the right to alter quantities based on the supplied rates.
- 14.7. All Bids will be adjudicated in terms of the Emakhaseni Local Municipality's SCM Policy and in compliance with the criteria as set out in the Preferential Procurement Framework Act, Act No. 5 of 2000.
- 14.8. The successful bidder(s) must accept to make good or reimburse the Council on all damages or repairs that arise from the actions in executing this bid award.
- 14.9. The successful bidder(s) must accept to remove all equipment, restore the system(s) to the original state(s) at their own costs and and/or reimburse the Council in full in the event of failing to deliver as proposed in this bid.
- 14.10. The successful bidder(s) will at all times report to and obey the instructions of the Council's representative in relation to this bid.
- 14.11. Any variation to the execution in terms of this bid must be by mutual agreement by all parties concerned and served with official notices in writing.

T2.1 LIST OF RETURNABLE DOCUMENTS



1. Failure to fully complete and sign the relevant returnable documents shall render such a tender offer unresponsive.
2. Tenderers shall note that their signatures appended to each returnable form represents a declaration that they vouch for the accuracy and correctness of the information provided, including the information provided by candidates proposed for the specified key positions.
3. Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a tenderer. If subsequently any information is found to be incorrect such discovery shall be taken as wilful misrepresentation by that tenderer to induce the contract. In such event the Employer has the discretionary right to terminate the contract.



T2.2 RETURNABLE DOCUMENTS

The following documents are to be completed and returned as they constitute the tender. Whilst many of the returnable are required (Compulsory to be completed and submitted) for the purpose of evaluating the tenders, some will form part of the subsequent contract, as they form the basis of the tender offer. For this reason, it is very important that tenderers return all information requested.

RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

Form A	Compulsory Enterprise Questionnaire
Form B	Record of Addenda to Tender Documents
Form C	Authority for Signatory
Form D	Declaration of interest
Form E	Declaration of past supply chain management practices
Form F	Declaration of good standing regarding tax
Form G	Declaration of Procurement above R10Million (Vat Included)
Form H	Declaration tenderer's litigation history
Form I	Certificate of independent Bid determination
Form J	Declaration of Municipal Account
Form K	Preference Schedule
Form L	Financial references/ Bidder's credit rating and bank details
Form M	Proposed Key Personnel
Form N	Schedule of Proposed Sub-Consultants
Form O	Schedule of Previous Experience
Form P	Schedule of Current Commitments
Form Q	Tenderer's project structure
Form R	Form of Indemnity



FORM A COMPULSORY ENTERPRISE QUESTIONNAIRE

NB!!!! In the case of a Joint Venture – This questionnaire is to be completed and submitted in respect of each partner.

1. **Name of Enterprise:**

2. **VAT Registration number, if any:**

3. **Do you have an office within EMAKHAZENI LOCAL MUNICIPALITY area of jurisdiction?**
YES or NO
(Please tick correct response)

3.1. Street address of office:

3.2. Telephone number: (not cell phone number).....

3.3. Fax No. :.....

3.4. Person in charge of office on a full time basis:

3.5. Number of staff in this office:

4. **Particulars of shareholders and partners in the firm:**

Name	Identity Number	Personal Income Tax Number

5. **Particulars of companies and close corporations:**

Company Registration Number:

Close Corporation Number:

Tax reference Number:

6. **Record in the service of the state:**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership of director, manager, principal stakeholder or stakeholder in a company or close corporation is currently of has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province



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- a member of the board of Directors of any Municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following information:

Name of sole proprietor, partner, director, manager or principal stakeholder or stakeholder	Name of Institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within the last 12 months

SIGNED ON BEHALF OF THE TENDERER:



FORM A2: COMPULSORY ENTERPRISE QUESTIONNAIRE FOR CONSORTIA OR JOINT VENTURES

In the case of a Joint Venture – Form “A2” needs to be completed

SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ *(place)*

On _____ *(date)*



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RESOLVED that:

The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the EMAKHAZENI LOCAL MUNICIPALITY in respect of the following project:

Bid / Project Number: _____ {insert number}

A. Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

B. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of: _____

C. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the municipality in respect of the project described under item A above.

D. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the municipality for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item C above.

E. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the municipality, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the municipality referred to herein.

F. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the municipality in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____ (code)

Fax number: _____ (code)



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NO	NAME OF ENTITY	NAME OF REPRESENTATIVE	CAPACITY	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note:

1. * Delete which is not applicable
2. **NB.** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the Consortium/Joint Venture submitting this Bid
3. Should the number of Duly Authorised Representatives of the Legal Entities joining forces in this Bid exceed the space available above, additional names and signatures must be supplied on a separate page
4. Resolutions, duly completed and signed, from the separate Enterprises who participate in this Consortium/Joint Venture must be attached to the Special Resolution.



ATTACH THE FOLLOWING DOCUMENTS HERETO

1. **For Closed Corporations**

- CK1 or CK2 as applicable (Founding Statement)
- Copies of the ID's of the Directors

2. **For Companies**

- A copy of the Certificate of Incorporation
- Copies of the ID's of the Directors, and
- Registration certificate and audited Shareholders' register

3. **For Joint Venture Agreements**

- Copy of the Joint Venture Agreement between all the parties,
- as well as the documents in (1) or (2) of each Joint Venture member.

4. **For Partnership**

- Copies of the ID's of the partners

5. **One person Business / Sole trader**

- Copy of ID

6. **Tax Compliance Status Pin from the South African Revenue Service**

7. **Duly Signed and dated original or copy of Authority of Signatory on company Letterhead**

8. **Central Supplier Database [CSD] Registration Report**



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FORM B RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communication received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title of Details

SIGNED ON BEHALF OF THE TENDERER:



FORM C AUTHORITY OF SIGNATORY

Details of person responsible for tender process and duly authorized to sign all documents in connection with this Tender:

Name :

Contact number :

Office Address :

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy on the Company Letterhead** of the relevant resolution of their members or their board of directors, as the case may be.

A **one- man business (Sole trader/owner)** shall confirm by attaching hereto a certified proof that he/she is the sole owner of the business e.g. (attaching a CK or company registration documents)

PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:

"By resolution of the board of directors passed on (date)

Mr / Ms.....

has been duly authorized to sign all documents in connection with the Tender for: **PROVISION OF FINANCE LEASE FOR THE SUPPLY, DELIVERY, AND MANAGEMENT OF MUNICIPAL VEHICLES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF 60 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY** and any Contract which may arise there from on behalf of

(BLOCK CAPTIALS)

Pro-Forma

SIGNED ON BEHALF OF THE COMPANY

IN HIS CAPACITY AS

DATE

NAMES OF SIGNATORY

AS WITNESSES: 1.

2.

PRO-FORMA FOR JOINT VENTURES:



Certificate of Authority for Joint Ventures

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms, authorised signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer an any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead Partner: Responsible Personnel:		Signature: Designation:
Responsible Personnel:		Signature: Designation:
Responsible Personnel:		Signature: Designation:
Responsible Personnel:		Signature: Designation:
Responsible Personnel:		Signature: Designation:

Pro-Forma



FORM D: DECLARATION OF INTEREST

MBD 4

No bid will be accepted from persons in the service of the state¹.

1 Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

- the bidder is employed by the State; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below

¹ "State" means:

- a) A member of –
 - (i) Any municipal council;
 - (ii) Any provincial legislature; or
 - (iii) The national Assembly or the national Council of Provinces;
- b) a member of the board of directors of any municipal entity;
- c) any municipality or municipal entity;
- d) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- e) a member of the accounting authority of any national or provincial public entity; or
- f) An employee of Parliament or provincial legislature.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.



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2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:



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2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars:

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars:

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

2.11.1 If so, furnish particulars:



FORM E: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

MBD 8

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. Abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. Failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing Business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		



CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



FORM F DECLARATION OF GOOD STANDING REGARDING TAX

The original Tax Pin must be submitted together with the bid. Failure to submit the Tax Pin will result in the invalidation of the bid. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Pin.

MBD 2 Tax Pin Requirements

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidder is required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Pin Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Pin that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Pin must be submitted together with the bid. Failure to submit the original and valid Tax Pin will result in the invalidation of the bid. Certified copies of the Tax Pin will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Pin.

ATTACH THE FOLLOWING DOCUMENTS AS AN ANNEXURE TO THE TENDER DOCUMENT WITH REFERENCE TO THE APPLICABLE RETURNABLE SCHEDULE – FORM F:

- Proof of Registration with Central Supplier Database (CSD)
- SARS TAX PIN

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



FORM G: DECLARATION OF PROCUREMENT ABOVE R10MILLION (VAT INCLUDED)

MBD5

For all procurement expected to exceed R10 million (VAT included), bidders must complete the following questionnaire:

1. Are you by law required to prepare annual financial statements for auditing?	YES		NO	
1.1. If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.				
2. Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?	YES		NO	
2.1. If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days. 2.2. If yes, provide particulars.				
3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES		NO	
3.1. If yes, furnish particulars				
4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	YES		NO	
4.1 If yes, furnish particulars				
CERTIFICATION				
I, the undersigned (name) _____, certify that the information furnished on this declaration form is correct.				
I accept that the state may act against me should this declaration prove to be false.				
SIGNATURE		DATE		
NAME (PRINT)				
CAPACITY				
NAME OF FIRM				



FORM H: DECLARATION OF TENDERER'S LITIGATION HISTORY

Note to tenderer:

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, and the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

SIGNED ON BEHALF OF THE TENDERER:



FORM I: CERTIFICATE OF INDEPENDENT BID DETERMINATION

MBD 9

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent ACCESS of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have ACCESSED the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when Businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of Business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;



PROVISION OF FINANCE LEASE FOR THE SUPPLY, DELIVERY, AND MANAGEMENT OF MUNICIPAL VEHICLES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF 60 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY

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- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



FORM J: MUNICIPAL UTILITY ACCOUNT

DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003)

DECLARATION BY THE TENDERER

I the undersigned _____, has been duly

authorized to sign all documents with the Tender for Contract Number _____ on behalf of

_____ hereby make a declaration as follows:

(referred to herein as "the Bidder")

1. I declare that the bidder and /or any of its director(s) / member(s) does not owe the municipality, or any other municipality and/or municipal entity any amount which is in arrears in respect of any municipal rates and taxes or municipal service charges.
2. I understand and accept that in the event that this declaration is proved to be false, the bid shall be rejected forthwith. All other rights of the municipality (including but not limited to the right to claim damages where applicable) shall remain reserved in full.

SIGNED ON BEHALF OF THE COMPANY

IN HIS CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

UTILITY ACCOUNT NUMBER	NAME OF MUNICIPALITY	NAME OF OWNER



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ATTACH AN ORIGINAL OR COPY OF MUNICIPAL UTILITY ACCOUNT (NOT OLDER THAN THREE (3) MONTHS)

Important: Note the following

- List Account(s) registered either in the name(s) of the Director(s) or the Company on the declaration form attached hereto.
- Attach Municipal Utility account of the director(s) (if applicable) and in case of leased premises, attach lease agreement and the services account of leased premises. (issued in the name of the bidding company or Lessor)
- Attach Municipal Utility account of Company's registered office (if applicable) and in case of leased premises, attach lease agreement and the services account of leased premises. (issued in the name of the bidding company or Lessor)
- In the event payment of Municipal services is incorporated into the lease agreement, the bidder is required to attach the municipal account in the name of the Lessor.
- Bidders that are based in areas that are non-rated, a letter from the municipality to confirm that must be attached.



FORM K: PREFERENCE SCHEDULE

MBD6.1

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); 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**

(delete whichever is not applicable for this tender).

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
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ



of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender



4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of verification
2,5 points for 100% black person or people owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% woman or women shareholding or owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% youth shareholding or owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% people living with disability shareholding or owned enterprise.		CSD Report
2,5 points for enterprise regarded as EMEs located within the local area of jurisdiction;		B-BBEE Sworn Affidavit and Municipal rates from ELM, together with proof of residence
5 points for Corporate Social Investment (CSI) or Social Labour Plan proposition;		Corporate Social Investment (CSI) or Social Labour Plan
2,5 points for valid B-BBEE level 1 contribution		B-BBEE Certificate or equivalent

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.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:



FORM L: FINANCIAL REFERENCES

DETAILS OF BIDDERS BANKING INFORMATION

Notes to Bidder:

1. The bidder shall attach to this form a letter from the bank confirming the bank account and details. Failure to provide the required letter with the tender submission shall render the tenderer's offer unresponsive.
2. The bidder's banking details as they appear below shall be completed.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.

BANK NAME:										
ACCOUNT NAME: (e.g. ABC Civil Construction cc)										
ACCOUNT TYPE: (e.g. Savings, Cheque etc)										
ACCOUNT NO:										
ADDRESS OF BANK:										
CONTACT PERSON:										
TEL. NO. OF BANK / CONTACT:										
How long has this account been in existence:	<table border="1"> <tr> <td>0-6 months</td> <td><input type="checkbox"/></td> <td rowspan="4">(Tick which is appropriate)</td> </tr> <tr> <td>7-12 months</td> <td><input type="checkbox"/></td> </tr> <tr> <td>13-24 months</td> <td><input type="checkbox"/></td> </tr> <tr> <td>More than 24 months</td> <td><input type="checkbox"/></td> </tr> </table>	0-6 months	<input type="checkbox"/>	(Tick which is appropriate)	7-12 months	<input type="checkbox"/>	13-24 months	<input type="checkbox"/>	More than 24 months	<input type="checkbox"/>
0-6 months	<input type="checkbox"/>	(Tick which is appropriate)								
7-12 months	<input type="checkbox"/>									
13-24 months	<input type="checkbox"/>									
More than 24 months	<input type="checkbox"/>									

Name of Tenderer:

Signature: Date:.....

Full name of signatory:



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ATTACH A COPY OF A LETTER FROM BANK NOT OLDER THAN THREE (3) MONTHS TO THIS PAGE



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FORM M

PROPOSED KEY PERSONNEL

Please attach CVs of the proposed key personnel.

1.Position	
Name	
Years of experience	
Formal qualifications	
Currently employed by tenderer (y/n)?	
2.Position	
Name	
Years of experience	
Formal qualifications	
Currently employed by tenderer (y/n)?	
3.Position	
Name	
Years of experience	
Formal qualifications	
Currently employed by tenderer (y/n)?	

SIGNED ON BEHALF OF THE TENDERER:



FORM O SCHEDULE OF PREVIOUS EXPERIENCE

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work. **This information is material to the award of the Contract.**

Description	Value (R) VAT excluded	Year(s) work executed	Reference			
			Name	Organisation	Tel no	FAX No.

SIGNED ON BEHALF OF THE TENDERER:



FORM P SCHEDULE OF CURRENT COMMITMENTS

Notes to tenderer:

1. The tenderer shall list below all projects with which the proposed key personnel (i.e. professionally registered) are currently involved.
2. In the event of a joint venture enterprise, details of all the members of the joint venture shall similarly be attached to this form.

PROJECT	CLIENT	START DATE (M/Y)	DURATION (MONTHS)	VALUE OF SERVICE

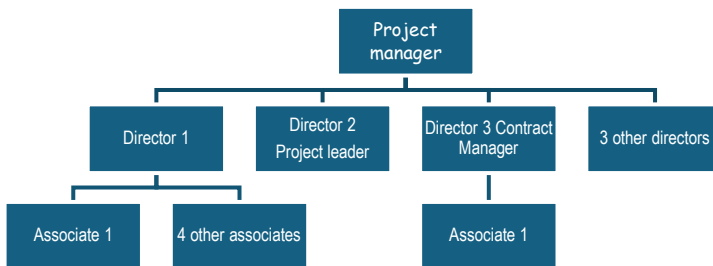
SIGNED ON BEHALF OF THE TENDERER:



FORM Q TENDERER'S PROJECT STRUCTURE

Notes to tenderer:

1. The intention of this form is to demonstrate the tenderer's project structure, as well as the lines of responsibility between members of the project team and between the project team and the overall company structure. The tenderer must attach his own organogram to this form.
2. Tenderers which are large companies may simplify the organogram by 'rolling up' portfolios e.g. combining directors/associates into one box of the organogram. However, the individual positions of the key personnel within the structure must still be shown.
3. Joint Venture tenders will require each element of the venture to submit separate organograms that show the individual structure of each member company and the lines of responsibility of the proposed personnel involved in the project. In addition there must also be a combined organogram that indicates how the joint venture itself will function and the proposed share of the work. Joint Venture tenderers shall note that the share of work indicated will be used in the analysis of such a tenderers preference proposed on returnable form D1, and that if awarded the share of work shall become a contractual obligation between the members of the joint venture.
4. State the city or town where the company's head office is located. The locality of regional or satellite office, regardless of degree of autonomy or size is not required. Only submit the number of offices other than the head office. Do not count offices outside RSA
5. Registered professional engineers, technicians or technologists means those who are involved in the built industry as well as allied fields such as environmental professionals. Registered professionals of other disciplines (e.g. mechanical) are considered as employees only.



Head Office:	<i>State City/Town</i>
Other Offices:	<i>Only list number, localities not required</i>
Registered	
Total Employees :	
%share in JV agreement	

SIGNED ON BEHALF OF THE TENDERER:



FORM R FORM OF INDEMNITY

INDEMNITY

Given by (Name of Company)

of (registered address of Company)

a company incorporated with limited liability according to the Company Laws of the Republic of South Africa (hereinafter called the Contractor), represented herein by (Name of Representative) __

_____ in his capacity as (Designation) _____

of the Contractor, is duly authorized hereto by a resolution dated _____/20 __,

to sign on behalf of the Contractor.

WHEREAS the Contractor has entered into a Contract dated _____/20 __,

with the Emakhazeni Local Municipality who require this indemnity from the contractor.

NOW THEREFORE THIS DEED WITNESSES that the Contractor does hereby indemnify and hold harmless the Emakhazeni Local Municipality in respect of all loss or damage that may be incurred or sustained by the Emakhazeni Local Municipality by reason of or in any way arising out of or caused by operations that may be carried out by the Contractor in connection with the aforementioned contract; and also in respect of all claims that may be made against the entity in consequence of such operations, by reason of or in any way arising out of any accidents or damage to life or property or any other cause whatsoever; and also in respect of all legal or other expenses that may be incurred by the entity in examining, resisting or settling any such claims; for the due performance of which the Contractor binds itself according to law.

SIGNATURE OF CONTRACTOR:	
DATE:	
SIGNATURE OF WITNESS 1:	
DATE:	
SIGNATURE OF WITNESS 2:	
DATE:	



AGREEMENT AND CONTRACT DATA

C1.1 Form of offer and acceptance

C1.2 Contract Data



C. 1.1 FORM OF OFFER AND ACCEPTANCE

PART 1: FORM OF OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: **PROVISION OF FINANCE LEASE FOR THE SUPPLY, DELIVERY, AND MANAGEMENT OF MUNICIPAL VEHICLES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF 60 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY**
The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL AMOUNT INCLUSIVE OF VALUE ADDED TAX IS

.....

..... Rand (in words); R (In figures),

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Security Provider in the Conditions of Contract identified in the Contract Data.

Signature: _____ Date: _____

Name: _____

Capacity: _____

For the Tenderer:

(Tenderer's address)

Name &
Signature of
Witness _____ Date _____



PROVISION OF FINANCE LEASE FOR THE SUPPLY, DELIVERY, AND MANAGEMENT OF MUNICIPAL VEHICLES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF 60 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY

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PART 2: ACCEPTANCE *(To be completed by the Employer)*

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Provider the amount due in accordance with the, Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement, between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the, Contract that is the subject of this Agreement.

The terms of the contract, are contained in

- Part C1 Agreements and Contract Data, (which includes this Agreement)
- Part C2 Scope of work and Bill of quantities
- Part C3 Pricing data

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 6 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the, Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature: _____ Date: _____

Name: _____

Capacity _____

For the Employer _____

(Name and address of organisation)

Name & Signature of Witness _____ Date _____



PART C2. TERMS OF REFERENCE AND SCOPE OF WORK

C2.1 TERMS OF REFERENCE AND SCOPE OF WORKS

1. DISCLAIMER

- 1.1 Whereas all reasonable care was taken in the preparation of this document, the information contained herein may not be conclusive. Accordingly, Emakhazeni Local Municipality, together with its fleet user groups, shall be held harmless to all third parties for any alleged material inaccuracy or inadequacy of the information that may be contained herein that leads to loss or damage of any nature or form.
- 1.2 Save where it is expressly stipulated in this document, no representation or warranty will be given by the Emakhazeni Local Municipality or any of its officials, agents or advisors with respect to the information or views contained herein or in relation to any note issued pursuant thereto.
- 1.3 These terms of reference (hereafter referred to as "TOR") have been compiled solely for the purpose set out herein and is not intended to form any part or basis of any investment decision by the bidders, their equity members or funders. Each person to whom the TOR documents is made available shall make their own independent assessment of the project after investigation and taking such other professional advice, as they deem necessary.
- 1.4 The Emakhazeni Local Municipality reserves the right to amend, modify terms and conditions set out in this document at its sole discretion or to withdraw the TOR or terminate the procurement process at any time, without prior notice and without liability to compensate or reimburse any persons or entity in relation thereto.

2. DEFINITIONS

- 2.1 **Accessories** - Additional equipment fitted to a vehicle that does not form part of the vehicle's standard specification as released by the respective motor manufacturers. These items must not have any effect on the standard guarantees and warranties of the vehicles in question. It can include items such as radios, canopies, air conditioning, tow bars, tyre bands, window laminations, sunroof, decals, sirens, star bars, two-way radios, rubberizing, etc.
- 2.2 **Daily Vehicle Working Hours (DVWH)** - shall be expressed either as 12 hours per day or as 24 hours per day (Relevant vehicles will be identified during contract negotiations).
- 2.3 **Driver** – an official / employee in possession of a valid unendorsed driver's license which enables them to drive a specific category of vehicle and is authorized to do so in terms of a trip authority as issued or any other form of authorization.
- 2.4 **Early Termination date** – is the return of a vehicle to the Supplier greater than 60 days prior to the agreement termination date.
- 2.5 **Excess hourly charge** – is the pre-declared charge for each hour of operation in excess of the hours allowance published in the "vehicle schedule".
- 2.6 **Excess Km's charge** – is the pre-declared charge for each Kms travelled in excess of the Km's allowance published in the "vehicle schedule".



- 2.7 **Finance Lease** – is the financing of a vehicle, excluding maintenance and in which ownership of the vehicle passes to the municipality at the end of the financing period. Finance Lease structures may include balloon payment options for cash flow purposes (as applicable)
- 2.8 **Full Maintenance Lease (FML)** - is the total rental of a vehicle which is inclusive of maintenance and tyres, wherein the risk and benefits are outsourced to a supplier for a period of time and agreed Km allowances. The supplier takes risk on the resale value and cost of maintenance and tyres.
- 2.9 **Merchant / Supplier** – any legal entity which contracts with the service provider to provide goods or services to the municipality.
- 2.10 **Normal Termination** - it is the return of vehicle to the service provider within 60 days prior to or 15 days after the agreement termination date.
- 2.11 **Operating Lease** - is the total rental of a vehicle which is exclusive of maintenance and tyres, wherein the risk and rewards of ownership are outsourced to a service provider for a period of time and agreed kilometers. The supplier takes risks on the resale value.
- 2.12 **Outright Purchase** –Bidder will submit quotation prices for selected specified items to the municipality. The municipality will use its own discretion on the vehicle to be procured on an Outright Purchase basis. Total ownership of the vehicles will pass to the municipality upon vehicle registration. Bidders will enter into an agreement with the municipality to Procure; provide Tracking and Managed Maintenance of the vehicles.
- 2.13 **Service Plan/Maintenance Plan/Motor Plan** – a service as that can be optionally procured during the purchasing of the vehicle that will cover all cost in terms of normal services as set out in the vehicle's owner manual or handbook up until a specified kilometers or time period.
- 2.14 **Spares** – any parts fitted to a vehicle ensuring that the vehicle is fully operational and functional and has to be replaced due to the malfunction thereof. The fitment of non-OEM approved spares will need to be done in consultation with the relevant user department without jeopardizing any warranties of guarantees in terms of the vehicle.
- 2.15 **Vehicle Working Days (VWD)** - shall be expressed either as 7 days / week or as 5 days /Week. (Relevant vehicles will be identified during contract negotiations)
- 2.16 **Vehicle schedule** – is the document concluded for each vehicle which shall as a minimum define vehicle details, period of rental, monthly rental, Kms / hourly allowance and excess Km's charges



3. BACKGROUND

- 3.1 Technical Services is responsible for the formulation of the Fleet Policy and fleet compliance. Fleet management and other operational responsibilities are executed within each fleet user group's operational environment.
- 3.2 The Emakhazeni Local Municipality provides services to citizens within the Emakhazeni Local Municipality, including, but not limited to the following:
 - 3.2.1 Provision of water and sanitation and maintenance of the infrastructure
 - 3.2.2 Provision of electricity and maintenance of electrical infrastructure
 - 3.2.3 Provision of emergency / disaster Management Services
 - 3.2.4 Provision of security, law enforcement and police services
 - 3.2.5 Provision and maintenance of road infrastructure
- 3.3 The municipality requires the use of a reliable and readily available fleet for the successful execution of the relevant municipal service delivery mandates and to meet its overall objectives.

4. SCOPE OF THE CONTRACT

This bid provides for the provision of Fleet Management, on FML and SLB, and related services for the duration of 60 months on an “*as and when required*” basis to Emakhazeni Local Municipality. In terms of FML, the bidder will be required to provide both new and SLB vehicles and take risk on the resale value and maintenance of the fleet. The successful bidder will implement the project in phases, detailed as follows:

- 4.1 Total study and assessment of Municipal owned fleet, including process management and funding structure (Detailed study methodology to be attached as an annexure – failure will result in automatic disqualification).
- 4.2 Implementation of the recommendations (*vehicle procurement included*) and continuous management of the fleet.

The Emakhazeni Municipality intends to outsource the management of its vehicle fleet and yellow equipment for a period of 60 months, which includes **but not limited** to the following services:

Vehicle Procurement	Preventative Maintenance
Managed Maintenance	Fuel Management
Vehicle Telematics (Tracking)	Continuous Advisory Services
Fleet Management Systems	Accident Management
	Short-Term Rental



5. STATISTICS, QUANTITIES AND ESTIMATES

- 5.1 The statistical information is provided to assist the bidders in preparation of their bid submission, however the Emakhazeni Local Municipality gives no assurances or warranties as to precision thereof or to future trends. Bidders will need to satisfy themselves about the information and make suitable provision for non-material variations on the information provided.
- 5.2 The Emakhazeni Local Municipality does not guarantee any quantities in respect of the number of vehicles specified in this document.

6. KEY DELIVERABLES

- 6.1 Provision of vehicles to the municipality that are reliable and available in order to ensure business continuity of the Municipality;
- 6.2 Provision of reporting information systems that will bring efficiency and ensure economic viability of the services;
- 6.3 The active application and achievement of manufacture service and maintenance standards in accordance with Original Equipment Manufacturers (OEM) specification;
- 6.4 Implement an active fleet Telematics (tracking) system – comprehensive and consolidated reporting platform based on vehicle usage and application;
- 6.5 The continuous measurement and review of vehicle usage and application in order to ensure smooth services delivery;
- 6.6 Provision of Fleet Management System (interface with all fleet system to provide a consolidated report); and
- 6.7 Reduce the cost of operating fleet in accordance with set and / stated benchmark.

7. SCOPE OF WORK

7.1 PROVISION OF VEHICLES

- 7.1.1 The Emakhazeni Local Municipality requires the services of a suitably qualified and capable service provider to provide services in relation to the provision of vehicles to the municipality on a Full Maintenance or Finance Lease basis, and Sale and Leaseback.
- 7.1.2 The Emakhazeni Local Municipality requires the use and enjoyment of the vehicles:
- **Full Maintenance Lease** - no intention of ownership at the end of the contract period. The bidder should quote 180 000km over 5 years period.
 - **Finance Lease** – Ownership of the vehicles will be transferred to the municipality at the end of the contract period. The bidder must provide for the maintenance (i.e., Bolt-on maintenance) for the duration of the contract up to a maximum of 180 000 km.
- 7.1.3 Source suitable pricing that matches the approved specification from relevant manufacturers and suppliers in line with the approved specifications for consideration by the Emakhazeni Local Municipality,



PROVISION OF FINANCE LEASE FOR THE SUPPLY, DELIVERY, AND MANAGEMENT OF MUNICIPAL VEHICLES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF 60 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY

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- 7.1.4 Present relevant options to be considered by the Emakhazeni Local Municipality in relation to the vehicles or accessories to be purchased, including a cost benefit analysis for each option,
- 7.1.5 Finance the entire vehicle procurement and delivery process (including initial licensing and registration of the vehicles).
- 7.1.6 Facilitate the fitments of all the required attachments and accessories as well as modifications required to ensure the vehicle is able to fulfil its functional requirements,
- 7.1.7 To manage the logistics, value chain for vehicle purchases, including production schedules, licensing and registration, branding, securing the relevant warranties and/ or maintenance plans, as well as the delivery of each vehicle to the Emakhazeni Local Municipality.

The Emakhazeni Local Municipality will not guarantee any quantities in respect of the vehicles specified in this document and requirements will be "**as and when**" the need arises and budget permit. However, in consideration of the commercial viability of the associated business transaction, the Emakhazeni Local Municipality will endeavor to source all its associated requirements from the contractor, except where the contrary is expressly provided for by the parties in the final agreement or in terms of legislation, but only to extent that, the contractor is willing and able to fulfil the reasonable requirements of the Emakhazeni Local Municipality.

7.2 FLEET SUPPORT SERVICES

Prospective bidders with the necessary knowledge, expertise, capacity and experience must submit proposals in line with the following requirements:

7.2.1 MAINTENANCE OF LEASED VEHICLES

- 7.2.1.1 Bidders must submit proposals on how it will provide for maintenance of vehicles, accessories and fitments, in terms of Full Maintenance and Finance Leased vehicles.
- 7.2.1.2 The successful bidder will be required to maintain/ repair all leased vehicles in terms of manufacturer specifications.
- 7.2.1.3 The bidder will be required to maintain/ repair all other vehicles in accordance with industry and OEM acceptable standards of repair.
- 7.2.1.4 Bidders must submit proposals on how they will identify vehicles that are due for maintenance/ repair, and how the Emakhazeni Local Municipality will be informed in this regard.
- 7.2.1.5 Bidders must submit proposals on how they will ensure availability requirements are maintained during planned maintenance/repair of a vehicle.
- 7.2.1.6 Bidders must submit proposals on how they will provide for maintenance of all accessories and fitments on the vehicles in terms of manufacturer specifications or industry accepted standards, to ensure that such items are in working condition at all times.



7.2.2 **MANAGED MAINTENANCE SERVICES FOR VEHICLES OWNED BY THE EMAKHAZENI LOCAL MUNICIPALITY**

The bidders must submit proposals on how they will provide managed maintenance services for vehicles owned by the Emakhazeni Local Municipality.

The successful bidder will be required to provide managed maintenance services, including but not limited to the following responsibilities in relation thereto:

- 7.2.1 Registering the Vehicles onto its fleet management system, and capturing information about the Vehicle make, range, model, registration number as well as the commencement date of the Man-aged Maintenance Services.
- 7.2.2 Ensuring that each Vehicle has a signed schedule to acknowledge activation of the Managed Maintenance services for purposes of accurate monthly billing and maintaining record of each Vehicle schedules signed by the Emakhazeni Local Municipality.
- 7.2.3 Providing Managed Maintenance Services on a planned and unplanned basis, as well as at the occurrence of emergencies and breakdown, as required by the Emakhazeni Local Municipality, including tyre management services, i.e. repairs and replacement, roadside breakdown assistance and the procurement of tyres at competitive prices.
- 7.2.4 Pre-empting and scheduling routine maintenance and/or servicing from vehicles utilizing management information available to it through the various sources, including information acquired from the vehicle management device.
- 7.2.5 Facilitating and co-ordination of maintenance, repairs, support and servicing of vehicles, including procuring and supplying quotation to Emakhazeni Local Municipality for the maintenance and re-pairs to be undertaken.
- 7.2.6 Scrutinizing maintenance quotations and invoices from third party manufacturers and sub-contractors, to ensure market competitiveness in relation to pricing and nature of repairs.
- 7.2.7 Authorizing maintenance and repairs subject to the agreed levels of authorization granted by Emakhazeni Local Municipality and issuing an authorization number to the Maintenance Provider, when the Vehicle is delivered for the Maintenance Services.
- 7.2.8 Ensuring that the maintenance provider carries out the work in accordance with the standards set out by the manufacturer and processing the maintenance providers' maintenance invoices for payment, including managing the vehicle warranty claims on behalf of Emakhazeni Local Municipality.
- 7.2.9 Maintaining up to date records of all maintenance undertaken on each vehicle, including date of maintenance, description, maintenance provider details, odometer reading (if applicable), invoice details, and cost. The bidder will be required to highlight exceptions to the Emakhazeni Local Municipality in terms of repetitive repairs and/or` replacements.



- 7.2.10 Invoicing the Emakhazeni Local Municipality for the actual cost of maintenance and repairs (without mark-up), carried out by third party maintenance providers.
- 7.2.11 Bidders must submit their proposals regarding how they intend to process the manufacturers' service warranties and claims as and when they arise.

7.2.3 AVAILABILITY REQUIREMENTS

Bidders must submit a proposal on how they will manage the availability of vehicles, including but not limited to execution of the following responsibilities in relation thereto:

- 7.2.3.1 Ensuring that each vehicle is available for the minimum required 85% of the Scheduled Operating Hours (SOH) per month.
- 7.2.3.2 The successful bidder will be required to capture and record the availability information for each vehicle into an information system, including the scheduled operating hours of each vehicle, in order to monitor the achievement of availability and to report such availability accurately.
- 7.2.3.3 The successful bidder must inform the Emakhazeni Local Municipality about the anticipated downtime on a vehicle that has been submitted for maintenance and/or repairs.
- 7.2.3.4 The availability shall be calculated per Vehicle, and expressed as a percent of the Scheduled Operating Hours for each month, whereby;
- 7.2.3.5 The Daily Vehicle Working Hours (DVWH) shall be expressed either as 12 hours per day or as 24 hours per day.
- 7.2.3.6 Vehicle Working Days (VWD) shall be expressed either as 7 days/ week or as 5 days/week.
- 7.2.3.7 The bidder must submit in its proposal interventions that it will implement in order to achieve the availability service levels of any vehicle provided.
- 7.2.3.8 The Emakhazeni Local Municipality may require replacement vehicles when a vehicle is undergoing insurance repairs. Bidders must submit proposals on how they will provide short term (ad-hoc) rental, for the period that a vehicle is undergoing insurance repairs.
- 7.2.3.9 The successful bidder will be required to provide the following reports to the Emakhazeni Local Municipality, in relation to the management and oversight of the Vehicle:
- i. A cumulative monthly report of all vehicles and the levels of availability maintained for each vehicle.
 - ii. A cumulative monthly report of all vehicles maintained, serviced and/or repaired during the preceding month/s, including the vehicle class/category, date of repair, description of the repair and total costs incurred in respect of maintenance, service and/or repairs.
 - iii. A cumulative quarterly report, with a consolidated summary of all vehicles, highlighting negative trends and risks in relation to the maintenance and operation of such Vehicles.



7.3 PROVISION OF VEHICLE (TRACKING) MANAGEMENT TECHNOLOGY

Bidders must submit proposals about how they will provide systems to ensure that each vehicle is fitted with GPS-enabled Vehicle Management Technology (VMT) and how the system will be managed.

- 7.3.1 Implement a system that will govern the movement of vehicles and ensure that municipal vehicles comply to the Traffic regulations.
- 7.3.2 Bidders must submit proposals of how they will arrange for and provide an automated logbook facility for each vehicle and how this system will be managed. The automated logbook facility must interface with the VMT.
- 7.3.3 Bidders must submit proposals of how they will arrange for and provide facilities to ensure that only authorized drivers are given access to specified vehicles.
- 7.3.4 Bidders must submit proposals on how they will report on vehicle utilization exceptions, including utilization percentage, use of vehicles outside normal working hours, use of vehicles outside of geo-fenced areas, excessive speed, harsh braking, and long idle, main battery disconnect, daily unit health check.
- 7.3.5 The VMT system must provide for the immobilization of the vehicle
- 7.3.6 The VMT system must provide for remote vehicle immobilization by “authorized personnel” and must ensure safe vehicle stopping.
- 7.3.7 Driver ID restrictions and authorization must be independent of the tracking device communications coverage
- 7.3.8 The proposed system offered by the bidder must be capable of interfacing with existing or newly developed ICT platforms without significant/major cost to the Emakhazeni Local Municipality.
- 7.3.9 The VMT system must provide for different vehicle and driver categories. Vehicle and driver categories must be linked so that only similar vehicle and driver categories will be accepted.

7.4 PROVISION OF CALL CENTRE SERVICES

The Emakhazeni Local Municipality requires vehicles to be supported through dedicated call center service wherein affected parties can call in to log their queries and report vehicle breakdown and receive assistance.

- 7.4.1 The call center will respond to maintenance, service and accident calls.
- 7.4.2 Preference will be given to an integrated solution that ensures that the service / information are/is provided within the Emakhazeni Local Municipality environment and that the data can easily be interfaced with the operational information.
- 7.4.3 Bidders must provide detail response on their call center operations – call center dashboard and reports to be submitted in the bid response.



- 7.4.4 Bidders must maintain a fully operational call center facility at the time of bid submission. The Municipality will inspect the premises prior to tender award, and failure to demonstrate compliance will result in disqualification.

7.5 PROVISION OF BREAKDOWN AND ROADSIDE ASSISTANCE

The Emakhazeni Local Municipality requires vehicles breakdown, roadside assistance and towing services:

- 7.5.1 The bidders must submit proposals of how it will manage the entire breakdown response process, ensuring continuous liaison and update to the relevant line manager and or driver until the break-down is resolved.
- 7.5.2 The bidder shall provide access to the breakdown incidence through its call center or liaison officer - whose availability shall be 24/7 days a week.
- 7.5.3 The provision of roadside and breakdown services will be applicable to all leased and non-leased vehicle.
- 7.5.4 Wherever possible and necessary, a relieve vehicle may be provided and costs charged to the municipality for the duration of the vehicle repair. Approval must be obtained prior to the vehicle delivery to the municipality.

7.6 PROVISION OF REFUELLING SERVICES AND / OR SOLUTION

The Emakhazeni Local Municipality requires the service provider to ensure that vehicles are fitted with electronic refueling systems and or / fuel card.

- 7.6.1 Service Provider must submit proposals of how they will provide, facilitate and manage services related to the provision of fuel and/or and fueling facilities, through electronic fueling systems or fuel card.
- 7.6.2 Bidders must submit proposals for the following in relation to fuel:
- 7.6.2.1 Forecourt fueling for each vehicle Monitoring and scrutiny of fueling transactions,
 - 7.6.2.2 Implementing consumption benchmarks per vehicle,
 - 7.6.2.3 Establishing a process to ensure that Vehicles are filled to capacity at each fill-up,
 - 7.6.2.4 Collect and maintain accurate fill-up details, including kilometers at time of fill-up,
- 7.6.3 Calculating the consumption for each fill-up and cost of consumption in excess of the benchmark,
- 7.6.4 Aggregating the costs of excess consumption by vehicle on a monthly basis,
- 7.6.5 Implementing systems to detect fuel abuse or fraud and assist the municipality to manage the associated risk.
- 7.6.6 Implementing an electronic fuel system to collect data in relation to these services and provide monthly reports of all transactions or services consumed by the Emakhazeni Local Municipality, including and where applicable, the vehicle registration (where applicable), merchant details; date of transaction, volume consumed and price, as well as the mileage of the Vehicle at the time of trans-action.



- 7.6.7** Facilitating management intervention by providing reports on daily single variances, monthly trend analysis and comparison of expenditure per vehicle, driver and cost center.

7.7 PROVISION OF SHORT-TERM RENTAL

The bidder will be required to provide and manage services and facilities related to the short-term rental of specified vehicles in accordance with municipality requirements. Bidders must submit proposals on how it will provide ad-hoc vehicle requirements, including, but not limited to, the following:

- 7.7.1 Procuring short-term rental vehicle from relevant and appropriate suppliers.
- 7.7.2 Ensuring that short-term rental of vehicles is made available at the required locations, as and when necessary and within the shortest possible period.
- 7.7.3 Ensuring that the vehicles are comprehensively insured for the time it is being used by the Emakhazeni Local Municipality.
- 7.7.4 Assisting the Emakhazeni Local Municipality to reasonably plan for Short-term vehicle rental in order to improve efficiency, quality, reliability, scheduling and the reduction of cost.
- 7.7.5 Ensuring that the vehicle is fit for the purposes required in terms of the short-term vehicle request form; and that it is delivered to the correct location, as specified.
- 7.7.6 Providing an analysis of all Short-term vehicles provided.
- 7.7.7 Providing a monthly report or relating to Short-term Vehicles ordered and/or delivered for use, including reference number, date of order, date of delivery, vehicle category, term of rental, rental rate/cost, and kilometers travelled as well as indicate the delivery timing of the short-term rental.
- 7.7.8 Ensuring that each short-term rental vehicle delivered to the User Department is available for 100% of scheduled operating hours.

7.8 PROVISIONING OF LICENSING SERVICES

- 7.8.1 The bidder will be required to provide, facilitate and manage services to ensure that vehicles are registered and licensed at all times, including obtaining certificate of fitness (COF) and operator cards where necessary.
- 7.8.2 The bidder will be required to arrange for and provide facilities for registration and licensing of the specified vehicles in accordance with relevant legislation, including the registration of specified vehicles as emergency vehicles.
- 7.8.3 The Emakhazeni Local Municipality will only pay for the actual registration or licensing of vehicles as and when required.



- 7.8.4 Bidders must submit a proposal of how they will fulfil the requirements of the Emakhazeni Local Municipality as it relates to the licensing of vehicles.

7.9 TRAFFIC FINE MANAGEMENT SERVICES

The bidder will be required to arrange for and provide facilities for the administration of driving licenses as well as the redirection and settlement of traffic fines, including but not limited to:

- 7.9.1 Registration and authorisation of each driver that has been approved to drive a vehicle managed by the successful bidder.
- 7.9.2 Issuing each authorised driver with an electronic driver identification tag that is able to link each driver to a specific vehicle each time that the driver has driven such vehicle.
- 7.9.3 Informing the Emakhazeni Local Municipality of the validity of the driver's licenses or Professional Driving Permit of any driver that intends to use a vehicle.
- 7.9.4 Redirecting all infringement notices in respect of relevant Vehicles in accordance with the AARTO regulations.
- 7.9.5 Developing and maintaining an updated database of all authorised drivers and all other information or data relevant for the management and redirection of fines.
- 7.9.6 Identifying repeat offenders and reporting same for intervention and management of the risk by the User Department Manager.
- 7.9.7 Bidders must submit proposals of how they will ensure that traffic fines are registered and administered timeously, including redirecting of fines to the relevant driver / or appropriate cost center, where necessary. Bidders must include in their proposal how they intend to manage the driver database.

7.10 FITMENT OF VEHICLE ACCESSORIES

The bidder must ensure that all vehicles are fit-for-purpose and fit with the required accessories. The bidders must familiarize themselves with the assets class and type currently used by the municipality to ensure compliance with the bid requirements.

- 7.10.1 The bidder shall fit the municipal vehicle's accessories and fitments necessary for the municipal operations.
- 7.10.2 The bidder shall provide financing for accessories and fitments at the same financing rate and term as applicable to capital cost of the leased vehicle
- 7.10.3 The bidder shall fit non-removable decals with the name and other relevant details of the user group in highly visible areas of all leased and municipal vehicles
- 7.10.4 The bidder shall upon request and at the cost of the municipality, remove accessories / fitments from one vehicle for installation to other vehicles identified by the municipality.
- 7.10.5 The bidder shall advise the municipality about the selection of accessories / fitments necessary to meet fleet Requirement
- 7.10.6 The bidder shall ensure that the accessories / fitment comply with legislation and in line with OEM standards.



7.11 VALUE ADDED SERVICES

The bidder will be required to provide value add services (VAS) and other fleet administration services, including but not limited to

7.11.1 Performance Reporting

The bidder will be required to collect, maintain and provide "up to date" vehicle information (including exceptions), management records and related reports to stakeholders and line managers periodically.

Bidders must propose a reporting regime that includes, but not be limited to: -

- i. Detailed operational exception reports (Daily and Weekly);
- ii. Detailed consolidated operational reports with detailed analysis, exceptions and interventions / solutions (Monthly);
- iii. Cumulative reports with trend analysis and projections (Annually).
- iv. Comparative summary reports with trend analysis and projections (Quarterly)

7.11.2 Fleet Performance Reporting

Bidders must propose specific mechanisms and systems (system capabilities to be included in the response) that they will use to report performance in relation to the following fleet performance indicators:

- a. **Vehicle Availability Ratio** - To measure and report on the average time that a vehicle is available for use during any scheduled operating time or shift.
- b. **Vehicle Utilization Ratio** - To measure and report on the extent to which the vehicles are used.
- c. **Spare Capacity Ratio** - To measure whether sufficient vehicles are available to perform work to the required service level standards and to justify the fleet size or population.

7.11.3 Skills Transfer and Social Engagement

The bidder will be required to up-skill and train operators and administrators of the municipality to ensure skill and knowledge transfer during the implementation of the project. It is the intended requirement to also ensure that the mobility requirement of the municipality is implemented in a manner that will ensure that there are economic spin-off and broad participation of the community in the project.

- I. Training to be aligned with the project outcome including drivers, operators and administrator's empowerment initiatives.
- II. Community and / or business-based participation in the project to ensure favorable economic spin-off.
- III. Localization of services to existing business enterprises particular Historical Disadvantage individual



7.12 PROVISION OF DETAILED FLEET ASSESSMENT AND ANALYSIS

Bidders must undertake annually a detailed Fleet Assessment and analysis exercise covering various aspects of fleet management services. The assessment will provide insightful understanding of the municipality of its current fleet status and operational efficiencies. The information collated will be used to streamline the operations and procurement of vehicles in line with stated outcome of reducing costs.

7.12.1 The bidder will perform on an annual basis detailed fleet feasibility study and assessment to inform and advise the municipality on its fleet complement. The assessment will be carried out prior to financial year end as part of assets management and reporting for the purpose of preparing Annual Financial reports.

7.12.2 The bidder will, at the initial stage, undertake an audit (verification) of existing assets, age and compatibility with area of operation. This will also include a detailed development of fleet policies and lifecycle replacement process.

7.12.3 Identifying viable strategy for assets and vehicles maintenance, repairs and disposal at the end of the lifecycle.

7.12.4 The bidder will advise the municipality on continuous basis on the efficient way of managing vehicles and assets to achieve the following objectives:

- i. **Saving costs** – provision of information on the cost versus benefit analysis
- ii. Developing management and operational standards, policies and procedures

7.12.5 The bidder is to provide options on a continuous basis as to how the municipality can fund procurement of vehicles and equipment “**on and as**” when required. This is meant to improve financial liquidity of the municipality without compromising service delivery.

8. STRUCTURE AND FORMAT OF BID/ SUBMISSION

8.1 Proposals from qualified, experienced and capable service providers must address the elements for each of the services requirements.

8.2 Methodology and work breakdown framework, i.e. Summary description of the offering, and the approach/model.

8.3 Operational implementation plan, i.e. Summary of the core and secondary activities.

8.4 Cost optimization plan, i.e. Summary of interventions and alternatives that the bidder will implement to reduce or curb cost in relation to the service offering.

8.5 Quality management and support plan, i.e. proposals of how the bidder will assure that the services are provided at the required levels.

8.6 Operational risk management plan, i.e. Summary of risks associated with the service offering.

8.7 Performance monitoring and reporting framework, i.e. Summary of the associated management information that the bidder will provide in relation to the services.

8.8 Skills transfer, i.e. bidder's proposal on transferring fleet management skills to the municipal employees.

Financial position: three years audited financial statement or independently reviewed financial statements.



VEHICLES TO BE SUPPLIED ON AN AS AND WHEN REQUIRED BASIS

1. SEDAN (TRAFFIC)

VEHICLE SPECIFICATION: Sedan 1.6 Litre (Traffic Department)				
NO	DESCRIPTION	SPECIFICATION TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	Four door Sedan		
1.2	POWER OUTPUT	81 @5800 kW		
1.3	ENGINE CAPACITY	1.6 Litre or Higher specs		
1.4	CONFIGURATION	4 - cylinder, Turbocharged		
1.5	TRANSMISSION	5 Speed Manual		
1.6	FUEL TYPE	Petrol		
1.7	TORQUE	152 Nm - 3800 - 4000		
1.8	COLOUR	White		
1.9	WINDOW	Power / electric window		
1.10	STEERING	Power steering		
1.11	INTERIOR	Air conditioned - manual		
1.12	BRAKES	Anti-Lock Braking System		
1.13	SAFETY	Airbags - for driver and passenger. Traction control; Vehicle Stability Control		
1.14	THEFT PROTECTION	Immobiliser Alarm		
REQUIREMENT:				
1.15	REGISTRATION & LICENCE	Supplied and fitted		
1.16	NUMBER PLATES	Supplied and fitted		
ACCESSORIES:				
1.17	ADDITIONAL ACCESSORIES	Traffic Strobe lights, Siren Grille lights, Wig-Wag lights Public Address System Ra-dio Communication		
1.18	TOW BAR	Municipal Branding Logo / Crest		
1.19	ADDITIONAL SECURITY	Tracking and Dash camera		



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2. SEDAN

VEHICLE SPECIFICATION: Sedan 1.6 Litre				
NO	DESCRIPTION	SPECIFICATION		
		TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	Four door Sedan		
1.2	POWER OUTPUT	81 @5800 kW		
1.3	ENGINE CAPACITY	1.6 Litre or Higher specs		
1.4	CONFIGURATION	4 - cylinder, Turbocharged		
1.5	TRANSMISSION	5 Speed Manual		
1.6	FUEL TYPE	Petrol		
1.7	TORQUE	152 Nm - 3800 - 4000		
1.8	COLOUR	White		
1.9	WINDOW	Power / electric window		
1.1	STEERING	Power steering		
1.11	INTERIOR	Air conditioned - manual		
1.12	BRAKES	Anti-Lock Braking System		
1.13	SAFETY	Airbags – for driver and passenger. Traction control; Vehicle Stability Control		
1.14	THEFT PROTECTION	Immobiliser Alarm		
REQUIREMENT:				
1.15	REGISTRATION & LICENCE	Supplied and fitted		
1.16	NUMBER PLATES	Supplied and fitted		
ACCESSORIES:				
1.17	ADDITIONAL ACCESSORIES			
1.18	TOW BAR	Municipal Branding Logo / Crest		
1.19	ADDITIONAL SECURITY	Tracking and Dash camera		



3. LDV Single Cab Long base

VEHICLE SPECIFICATION: Long wheelbase 4x2- 1.5 -ton payload				
NO	DESCRIPTION	SPECIFICATION		
		TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	Long wheelbase - Pick-up Truck		
1.2	LOAD CAPACITY	1.5-tonne payload		
1.3	ENGINE CAPACITY	4-cylinders		
1.4	POWER	85Kw (114 hp)		
1.5	TRANSMISSION	5 Speed – Manual RWD		
1.6	FUEL TYPE	Diesel		
1.7	TORQUE	176@1800		
1.8	TURBOCHARGER	Standard		
1.9	DRIVEN WHEELS	4x2 wheel drive.		
1.1	COLOUR	White		
1.11	WINDOW	Power / electric window		
1.12	STEERING	Power steering		
1.13	INTERIOR	Air conditioned – manual		
1.14	BRAKES	Anti-Lock Braking System		
1.15	SAFETY	Airbags – for driver and passenger. Traction control; Vehicle Stability Control		
1.16	THEFT PROTECTION	Immobiliser Alarm		
	REQUIREMENT:			
1.17	REGISTRATION & LICENCE	Supplied and fitted		
1.18	NUMBER PLATES	Supplied and fitted		
	ACCESSORIES:			
1.19	LOAD BIN	Protective rhino lining and canopy toolbox		
1.2	TOW BAR	Supplied and fitted		
1.21	RUBBERISING	Heavy duty rubberising on the base of the vehicle		
1.22	ADDITIONAL SECURITY	Tracking and Dash camera		



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4. LDV Single Cab Long base

VEHICLE SPECIFICATION: Long wheelbase High Ride 4X4 – 1-ton payload				
NO	DESCRIPTION	SPECIFICATION TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	Long wheelbase High Ride LDV with differential lock		
1.2	LOAD CAPACITY	1-ton payload		
1.3	ENGINE CAPACITY	4-cylinders; 2.0 – 2.5 litre; min. 110kW and 400Nm torque		
1.4	TYRE SIZE	265/65R17		
1.5	TRANSMISSION	automatic multipoint fuel injection		
1.6	FUEL TYPE	Diesel		
1.7	TORQUE	182Nm@+4000rpm		
1.8	POWER OUTPUT	100kw @5600rpm		
1.9	DRIVEN WHEELS	4x4 wheel drive.		
1.10	COLOUR	White		
1.11	WINDOW	Power / electric window		
1.12	STEERING	Power steering		
1.13	INTERIOR	Air conditioned - manual		
1.14	BRAKES	Anti-Lock Braking System		
1.15	SAFETY	Airbags – for driver and passenger. Traction control; Vehicle Stability Control		
1.16	THEFT PROTECTION	Immobiliser Alarm		
	REQUIREMENT:			
1.17	REGISTRATION LICENCE &	Supplied and fitted		
1.18	NUMBER PLATES	Supplied and fitted		
	ACCESSORIES:			
1.19	LOAD BIN	Protective rhino lining and canopy toolbox		
1.20	TOW BAR	Supplied and fitted		
1.21	RUBBERISING	Heavy duty rubberising on the base of the vehicle		
1.22	ADDITIONAL SECURITY	Tracking and Dash camera		



5. CLUB CAB 4X4

VEHICLE SPECIFICATION: Long wheelbase High Ride 4X4 – 1-ton payload				
NO	DESCRIPTION	SPECIFICATION TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	Club Cab / Extended Cab		
1.2	LOAD CAPACITY	1-ton payload		
1.3	ENGINE CAPACITY	1.9 Litres - (1870 cc)		
1.4	DRIVE TYPE	Four Wheel Drive		
1.5	TRANSMISSION	5 Speed Manual - with Manual shifter		
1.6	FUEL TYPE	Diesel		
1.7	TORQUE	265Nm@		
1.8	POWER OUTPUT	84 Kw (113 hp)		
1.9	DRIVEN WHEELS	4x4 wheel drive.		
1.10	COLOUR	White		
1.11	WINDOW	Power / electric window		
1.12	STEERING	Power steering		
1.13	INTERIOR	Air conditioned - manual		
1.14	BRAKES	Anti-Lock Braking System		
1.15	SAFETY	Airbags – for driver and passenger. Traction control; Vehicle Stability Control		
1.16	THEFT PROTECTION	Immobiliser Alarm		
	REQUIREMENT:			
1.17	REGISTRATION LICENCE &	Supplied and fitted		
1.18	NUMBER PLATES	Supplied and fitted		
	ACCESSORIES:			
1.19	LOAD BIN	Protective rhino lining and canopy toolbox		
1.20	TOW BAR	Supplied and fitted		
1.21	RUBBERISING	Heavy duty rubberising on the base of the vehicle		
1.22	ADDITIONAL SECURITY	Tracking and Dash camera		



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6. LDV: DOUBLE CAB 4X4 LDV

VEHICLE SPECIFICATION: Double Cab 4X4 LDV				
NO	DESCRIPTION	SPECIFICATION TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	Double Cab 4X4 LDV with differential lock		
1.2	ENGINE CAPACITY	4-cylinders; 1.9 - 2.5 litre; min. 120kw and 400Nm torque		
1.3	TYRE SIZE	265/65R17		
1.4	TRANSMISSION	Automatic multipoint fuel injection		
1.5	FUEL TYPE	Diesel		
1.6	TORQUE	500NM@+1600RMP		
1.7	POWER OUTPUT	150KW@202HP		
1.8	DRIVEN WHEELS	4x4 wheel drive.		
1.9	COLOUR	White		
1.10	WINDOW	Power / electric window		
1.11	STEERING	Power steering		
1.12	INTERIOR	Air conditioned - manual		
1.13	BRAKES	Anti-Lock Braking System		
1.14	SAFETY	Airbags - for driver and passenger. Traction control; Vehicle Stability Control		
1.15	SECURITY	Immobiliser Alarm		
	REQUIREMENT:			
1.16	REGISTRATION LICENCE &	Supplied and fitted		
1.17	NUMBER PLATES	Supplied and fitted		
	ACCESSORIES:			
1.18	LOAD BIN	Protective rhino lining		
1.19	TOW BAR	Supplied and fitted		
1.20	RUBBERISING	Heavy duty rubberising on the base of the vehicles		
1.21	ADDITIONAL SECURITY	Tracking and Dash camera		



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7. MINIBUS/ 14-SEATER

VEHICLE SPECIFICATION: MINIBUS/COMBI				
NO	DESCRIPTION	SPECIFICATION TYPE	REQUIREMENT MET	
			YES	NO
1.1	BODY TYPE	minibus / Light Bus		
1.2	SEATING CAPACITY	14 Seats (Including Driver)		
1.3	ENGINE CAPACITY	2.5 Diesel		
1.4	DISPLACEMENT	2494cc		
1.5	TRANSMISSION	Automatic - Rear Wheel Drive		
1.6	CONFIGURATION	4 Cylinder Inline, Intercooled Turbo		
1.7	TORQUE	260 - 300 Nm (peaking around 1400 - 3200 rpm)		
1.8	POWER OUTPUT	75 -85 kW (101 - 115 hp)		
1.9	FUEL SYSTEM	Direct Injection		
1.10	COLOUR	White		
1.11	WINDOW	Power steering		
1.12	STEERING	Power steering		
1.13	INTERIOR	Air conditioned - manual		
1.14	BRAKES	Anti-Lock Braking System		
1.15	SAFETY	Airbags - for driver and front passenger. Passenger seatbelts. Illuminated entry		
1.16	SECURITY	Immobiliser Alarm		
	REQUIREMENT:			
1.17	REGISTRATION & LICENCE	Supplied and fitted		
1.18	NUMBER PLATES	Supplied and fitted		
	ACCESSORIES:			
1.19	TOW BAR	Supplied and fitted		
1.20	ADDITIONAL SECURITY	Tracking and Dash camera		



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8. 4X4 LDV SKID UNIT (EMERGENCY VEHICLE)

ASSET SPECIFICATION: 4x4 LDV SKID UNIT				
NO	DESCRIPTION	SPECIFICATION TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	Single Cab 4X4 LDV with differential lock		
1.2	LOAD CAPACITY	1 ton payload		
1.3	ENGINE CAPACITY	Turbocharged min.150kW and 500Nm torque		
1.4	TYRE SIZE	265/70R18		
1.5	TRANSMISSION	Automatic 6-speed with low and high range		
1.6	FUEL TYPE	Diesel		
1.7	TORQUE	700Nm@1600-2600rpm		
1.8	POWER OUTPUT	225Kw340rpm		
1.9	DRIVEN WHEELS	4x4 wheel drive		
1.10	COLOUR	Fire engine Red		
1.11	WINDOW	Electric window		
1.12	STEERING	Power steering		
1.13	INTERIOR	Air conditioned - manual		
1.14	BRAKES	Anti-Lock Braking System		
1.15	SAFETY	Airbags - for driver and passenger.		
1.16	SECURITY	Immobiliser Alarm		
	REQUIREMENT:			
1.17	REGISTRATION & LICENCE	Supplied and fitted		
1.18	NUMBER PLATES	Supplied and fitted		
	ACCESSORIES:			
1.19	SUPERSTRUCTURE	Drop-in SKID UNIT Aluminium frame 1xrear load box 1x spare wheel mounting 600 litres step tanker polypropylene 25 litre polypropylenes Class A foam system Portable pump output@10 bar (41lpm) pressure 100 bar 2 x Aluminium hose reels with 40m x 11mm fire-resistant, high-pressure water hose fitted with pistol type variable spray nozzle able to shut the flow of water.		
1.20	SIREN	A 3-tone siren with Hyper, Yelp and auxiliar tones with a hard wire microphone, PA system and speakers.		
1.21	EMERGENCY LIGHTING	The following emergency lighting fitted to the vehicle: 1 x Low profile LED bar on the cab roof. 2 x LED strobe lights at the front of the		



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ASSET SPECIFICATION: 4x4 LDV SKID UNIT				
NO	DESCRIPTION	SPECIFICATION TYPE	REQUIREMENT MET	
			YES	NO
		vehicle. 2 x LED strobe lights at the rear of the vehicle. 2 x LED strobe lights on the side of the vehicle. 2 x LED strobe lights at the rear of the cab of the vehicle.		
1.22	MISCELLANEOUS EQUIPMENT	Removable water pump with capacity of 600litres per min. 3metre suction hose compatible with the pump		
1.23	BULL BAR	Heavy duty factory approved integrated with a 3.t-ton winch complete with 2 LED spotlights with min. 3,600 lumens each.		
1.24	REAR STEP	Should be slip resistant complete with tow-bar and electrical connections		
1.25	ACCESSORIES:			
1.26	LOAD BIN	Protective rhino lining		
1.27	TOW BAR	Supplied and fitted		
1.28	RUBBERISING	Heavy duty rubberising on the base of the vehicles		
1.29	ADDITIONAL SECURITY	Tracking and Dash camera		



9. 4X4 LDV RIV (EMERGENCY)

ASSET SPECIFICATION: 4x4 LDV SKID UNIT						
NO	DESCRIPTION	SPECIFICATION		REQUIREMENT MET		
		TYPE			YES	NO
1.1	VEHICLE DESCRIPTION	Double Cab 4X4 LDV with differential lock				
1.2	LOAD CAPACITY					
1.3	ENGINE CAPACITY	Turbocharged min. 150kW and 500Nm torque				
1.4	TYRE SIZE					
1.5	TRANSMISSION	Automatic 6-speed with low and high range				
1.6	FUEL TYPE	Diesel				
1.7	TORQUE	700Nm@1600-2600rpm				
1.8	POWER OUTPUT	225Kw340rpm				
1.9	DRIVEN WHEELS	.4x4 wheel drive				
1.10	COLOUR	Fire engine red				
1011	WINDOW	Electric window				
1.12	STEERING	Power steering				
1.13	INTERIOR	Air conditioned - manual				
1.14	BRAKES	Anti-Lock Braking System				
1.15	SAFETY	Airbags - for driver and passenger.				
1.16	SECURITY	Immobiliser Alarm				
	REQUIREMENT:					
1.17	REGISTRATION LICENCE &	Supplied and fitted				
1.18	NUMBER PLATES	Supplied and fitted				
	ACCESSORIES:					
1.19	SUPERSTRUCTURE	<p>Aluminium superstructure with lockers on both sides to hold equipment. Lockers to be lockable with roller shutter doors. Min. 900litre water tank and 100litre foam tanks both made from GRP.</p> <p>Open rear platform for a high-pressure min. 15HP diesel pump. Min. 5.5HP petrol engine to provide a min. of 40Bar pressure. 2 x Aluminium hose reels with 50m x 11mm fire-resistant, high-pressure water hose fitted with pistol type variable spray nozzle able to shut the flow of water.</p>				



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		1x Spades (71cm wooden handle square) 1x Shovel (roundnose hardwood shaft)		
1.20	SIREN	A 3-tone siren with Hyper, Yelp and auxiliar tones with a hard wire microphone, PA system and speakers.		
1.21	EMERGENCY LIGHTING	The following emergency lighting to be fitted to the vehicle: 1 x Low profile LED bar on the cab roof. 2 x LED strobe lights at the front of the vehicle. 2 x LED strobe lights at the rear of the vehicle. 2 x LED strobe lights on the side of the vehicle. 2 x LED strobe lights at the rear of the cab of the vehicle.		
1.22	MISCELLANEOUS EQUIPMENT	Removable water pump with capacity of 600litres per min. 3metre suction hose compatible with the pump		
1.23	BULL BAR	Heavy duty factory approved integrated with a 3.t-ton winch complete with 2 LED spotlights with min. 3,600 lumens each.		
1.24	REAR STEP	Should be slip resistant complete with towbar and electrical connections		

	ACCESSORIES:	High lift jack 20 ton (Trolley jack) (NFPA or SANS or BS requirement)		
1.25	LOAD BIN	Stabilization chockblocks, all-terrain (wedge block, quick grip ripped and carry handles for trucks and light motor vehicle)		
1.26	TOW BAR	5 ton come along with 2 x pullies (NFPA or SANS or BS requirement)		
1.27	CAR RADIO	Seat belt cutter (V-blade seatbelt-cutter) (NFPA or SANS or BS requirement)		
1.28	RUBBERISING	Battery Operated Pedal Cutter (with integrated LED light two 18V, 2Ah batteries CBPA182) (NFPA or SANS or BS requirement)		
1.29	ADDITIONAL SECURITY	10m chain with D shackles (heavy duty) (NFPA or SANS or BS requirement)		
		Lifesaving rope 100m		
		Spreader (Battery-operated, heavy-duty max spread dist.812.8mm (Warranty required)) (NFPA or SANS or BS requirement)		



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		Cutter (Battery-operated heavy duty max cut reach 140.96mm (Warranty required)) (NFPA or SANS or BS requirement)		
		Ram Battery-operated heavy duty ex-tended length 1041.4mm (Warranty required) (NFPA or SANS or BS requirement)		
		Ram Battery-operated 18V, 1073.15mm (Warranty required) (NFPA or SANS or BS requirement)		



10. CREW CAB (OPERATION AND MAINTENANCE TRUCK)

VEHICLE SPECIFICATION: CREW CAB				
NO	DESCRIPTION	SPECIFICATION TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	4ton truck		
1.2	LOAD CAPACITY	3 ton		
1.3	ENGINE CAPACITY	5300cc		
1.4	TYRE SIZE	205/75/16		
1.5	TRANSMISSION	Automatic		
1.6	FUEL TYPE	Diesel		
1.7	TORQUE	192NM@2400		
1.8	POWER OUTPUT	67KW@4000hp		
1.9	DRIVEN WHEELS	4X2		
1.10	COLOUR	White		
1.11	WINDOW	Power / electric window		
1.12	STEERING	Power steering		
1.13	INTERIOR	Air conditioned - manual		
1.14	BRAKES	Anti-Lock Braking System		
1.15	SAFETY	Airbags – for driver and passenger. Traction control; Vehicle Stability Control		
1.16	SECURITY	Immobiliser Alarm		
	REQUIREMENT:			
1.17	REGISTRATION LICENCE &	Supplied and fitted		
1.18	NUMBER PLATES	Supplied and fitted		
	ACCESSORIES:			
1.19	LOAD BIN	Protective rhino lining		
1.20	TOW BAR	Supplied and fitted		
1.21	RUBBERISING	Heavy duty rubberising on the base of the vehicles		
1.22	STEEL STRUCTURE	Roof rail		
1.23	ADDITIONAL SECURITY	Tracking and Dash camera		



11. WATER TANKER

VEHICLE SPECIFICATION: WATER TANKER				
NO	DESCRIPTION	SPECIFICATION TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	Truck 700 series 6x4		
1.2	LOAD CAPACITY	12 ton		
1.3	ENGINE CAPACITY	12913cc 6 cylinder in line turbo charged intercooler common rail		
1.4	TYRE SIZE	R22.5		
1.5	TRANSMISSION	Automatic		
1.6	FUEL TYPE	Diesel		
1.7	TORQUE	193Nm@+1100rpm		
1.8	POWER OUTPUT	309kW@1800rpm		
1.9	DRIVEN WHEELS	6x4 double axel		
1.10	COLOUR	White		
1.11	WINDOW	Power / electric window		
1.12	STEERING	Power steering		
1.13	INTERIOR	Air conditioned - manual		
1.14	BRAKES	Anti-Lock Braking System		
1.15	SAFETY	Airbags – for driver and passenger. Traction control; Vehicle Stability Control		
1.16	SECURITY	Immobiliser Alarm		
	REQUIREMENT:			
1.17	REGISTRATION LICENCE &	Supplied and fitted		
1.18	NUMBER PLATES	Supplied and fitted		
	ACCESSORIES:			
1.19	TOW BAR	Supplied and fitted		
1.20	SUPERSTRUCTURE/ TANKER	TANKER SCOPE Water tanker capacity should be 16 000 ℓ with a discharge pump height of 6 m and pump. Horizontal Spray bar with 6 nozzles 1x Working platform behind tank Mild steel PTO driven Fitted with 15m x50mm outlet Pipes x 2		
1.21	ADDITIONAL SECURITY	Tracking and Dash camera		



12. HONEY SUCKER

VEHICLE SPECIFICATION: HONEY SUCKER				
NO	DESCRIPTION	SPECIFICATION	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	Truck 700 series 6x4		
1.2	LOAD CAPACITY	12 ton		
1.3	ENGINE CAPACITY	12913cc 6 cylinder in line turbo charged intercooler, common rail		
1.4	Tyre Size	R22/5		
1.5	TRANSMISSION	Automatic		
1.6	FUEL TYPE	Diesel		
1.7	TORQUE	1903nm@1100rpm		
1.8	POWER OUTPUT	309kw@1800rpm		
1.9	DRIVEN WHEELS	6x4 Part-Time with differential lock		
1.10	COLOUR	White		
1.11	WINDOW	Power / electric window		
1.12	STEERING	Power steering		
1.13	INTERIOR	Air conditioned - manual		
1.14	BRAKES	Anti-Lock Braking System		
1.15	SAFETY	Airbags – for driver and passenger. Traction control; Vehicle Stability Control		
1.16	SECURITY	Immobiliser Alarm		
	REQUIREMENT:			
1.17	REGISTRATION LICENCE &	Supplied and fitted		
1.18	NUMBER PLATES	Supplied and fitted		
	ACCESSORIES:			
1.19	TOW BAR	Supplied and fitted		
1.20	ADDITIONAL SECURITY	Tracking and Dash camera		



13. JET TRUCK

VEHICLE SPECIFICATION: Jet Truck				
NO	DESCRIPTION	SPECIFICATION TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	Truck 700 series 2845 6x4		
1.2	ENGINE CAPACITY	E13C 6 cylinder, turbocharged and intercooled		
1.3	TRANSMISSION	Automatic		
1.4	FUEL TYPE	Diesel		
1.5	TORQUE	2157NM@1200RMP		
1.6	POWER OUTPUT	1050KW@1400RMP		
1.7	DRIVEN WHEELS	6X4 double axel		
1.8	COLOUR	White		
1.9	WINDOW	Power / electric window		
1.10	STEERING	Power steering		
1.11	INTERIOR	Air conditioned - manual		
1.12	BRAKES	Anti-Lock Braking System		
1.13	SAFETY	Airbags - for driver and passenger. Traction control; Vehicle Stability Control		
1.14	SECURITY	Immobiliser Alarm		
	REQUIREMENT:			
1.15	REGISTRATION LICENCE &	Supplied and fitted		
1.16	NUMBER PLATES	Supplied and fitted		
	ACCESSORIES:			
1.17	TOW BAR	Supplied and fitted		
1.18	CAR RADIO	Factory fitted		
1.19	ADDITIONAL SECURITY	Tracking and Dash camera		



14. CRANE TRUCK

VEHICLE SPECIFICATION: CRANE TRUCK					
NO	DESCRIPTION	SPECIFICATION		REQUIREMENT MET	
		TYPE		YES	NO
1.1	VEHICLE DESCRIPTION	Truck 700 series 6x4			
1.2	ENGINE CAPACITY	12913cc 6cylinder in line turbo charged intercooler and common rail			
1.4	TRANSMISSION	Manual 5-speed multipoint fuel injection			
1.5	FUEL TYPE	Diesel			
1.6	TORQUE	1903nm@1100rpm			
1.7	POWER OUTPUT	309kw@1800rpm			
1.8	DRIVEN WHEELS	6x4 double axel			
1.9	COLOUR	White			
1.10	WINDOW	Power / electric window			
1.11	STEERING	Power steering			
1.12	INTERIOR	Air conditioned - manual			
1.13	BRAKES	Anti-Lock Braking System			
1.14	SAFETY	Airbags - for driver and passenger. Traction control; Vehicle Stability Control			
1.15	SECURITY	Immobiliser Alarm			
	REQUIREMENT:				
1.16	REGISTRATION LICENCE &	Supplied and fitted			
1.17	NUMBER PLATES	Supplied and fitted			
	ACCESSORIES:				
1.18	LOAD BIN	Protective rhino lining			
1.19	CAR RADIO	Factory fitted			
1.20	RUBBERISING	Heavy duty rubberising on the base of the vehicles			
1.21	ADDITIONAL SECURITY	Tracking and Dash camera			



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15. TLB

VEHICLE SPECIFICATION: TLB				
NO	DESCRIPTION	SPECIFICATION		
		TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	4x4 backhoe tlb		
1.2	ENGINE CAPACITY	68.6kw 4cylinder		
1.3	TRANSMISSION	Auto shift		
1.4	FUEL TYPE	Diesel		
1.5	TORQUE	381ft@1500		
1.6	POWER OUTPUT	109hp		
1.7	DRIVEN WHEELS	4x4		
1.8	COLOUR	Yellow		
1.9	WINDOW	Power / electric window		
1.10	STEERING	Power steering		
1.11	INTERIOR	Air conditioned - manual		
1.12	BRAKES	Anti-Lock Braking System		
1.13	SAFETY	Airbags – for driver and passenger. Traction control; Vehicle Stability Control		
1.14	SECURITY	Immobiliser Alarm		
	REQUIREMENT:			
1.15	REGISTRATION LICENCE	& Supplied and fitted		
1.16	NUMBER PLATES	Supplied and fitted		
	ACCESSORIES:			
1.17	TOW BAR	Supplied and fitted		
1.19	CAR RADIO	Factory fitted		
1.20	ADDITIONAL SECURITY	Tracking and Dash camera		



16. LOW BED

VEHICLE SPECIFICATION: LOW BED					
NO	DESCRIPTION	SPECIFICATION		REQUIREMENT MET	
		TYPE		YES	NO
1.1	VEHICLE DESCRIPTION	Truck 700 series 6x4			
1.2					
1.3	ENGINE CAPACITY	12913cc 6 cylinder in line turbo charged intercooler, common rail			
1.4					
1.5	TRANSMISSION	Automatic			
1.6	FUEL TYPE	Diesel			
1.7	TORQUE	1903nm@1100rpm			
1.8	POWER OUTPUT	309kw@1800rpm			
1.9	DRIVEN WHEELS	6x4 Part-Time with differential lock			
1.10	COLOUR	White			
1.11	WINDOW	Power / electric window			
1.12	STEERING	Power steering			
1.13	INTERIOR	Air conditioned - manual			
1.14	BRAKES	Anti-Lock Braking System			
1.15	SAFETY	Airbags – for driver and passenger. Traction control; Vehicle Stability Control			
1.16	SECURITY	Immobiliser Alarm			
	REQUIREMENT:				
1.17	REGISTRATION LICENCE	&	Supplied and fitted		
1.18	NUMBER PLATES		Supplied and fitted		
	ACCESSORIES:				
1.19	LOAD BIN	Protective rhino lining			
1.20	TOW BAR	Supplied and fitted			
1.21	CAR RADIO	Factory fitted			
1.22	RUBBERISING	Heavy duty rubberising on the base of the vehicles			
1.23	ADDITIONAL SECURITY	Tracking and Dash camera			



17. EXECUTIVE VEHICLES (SUV)

VEHICLE SPECIFICATION: SUV						
NO	DESCRIPTION	SPECIFICATION		REQUIREMENT MET		
		TYPE			YES	NO
1.1	VEHICLE DESCRIPTION	SUV				
1.2	ENGINE CAPACITY	2.8 litres - Automatic				
1.3	TRANSMISSION	6-Speed automatic transmission				
1.4	FUEL TYPE	Diesel				
1.5	TORQUE	500Nm (369 lb-ft) @ 1600-2800rpm				
1.6	POWER OUTPUT	150 -204 kW				
1.7	DRIVEN WHEELS	All wheel drive				
1.8	COLOUR	Black				
1.9	WINDOW	Power / electric window				
1.10	STEERING	Power steering				
1.11	INTERIOR	Air conditioned - manual				
1.12	BRAKES	Anti-Lock Braking System				
1.13	SAFETY	Airbags - for driver and passenger. Traction control; Vehicle Stability Control				
1.14	SECURITY	Immobiliser Alarm				
	REQUIREMENT:					
1.15	REGISTRATION LICENCE &	Supplied and fitted				
1.16	NUMBER PLATES	Supplied and fitted				
	ACCESSORIES:					
1.18	TOW BAR	Supplied and fitted				
1.19	CAR RADIO	Factory fitted				
1.20	ADDITIONAL SECURITY	Tracking Smash and Grab				



18. MOTORGRADER

MOTORGRADER – CONSTRUCTION (CAT 140 OR EQUIVALENT)					
NO	DESCRIPTION	SPECIFICATION		REQUIREMENT MET	
		TYPE		YES	NO
1.1	VEHICLE DESCRIPTION	Motor Grader			
1.2					
1.3	ENGINE CAPACITY	9.3L 6 Cylinder			
1.4					
1.5	TRANSMISSION	8 Speed Forward & Reverse Gears (Automatic)			
1.6	FUEL TYPE	Diesel			
1.7	TORQUE	1300Nm (minimum torque rise 44%)			
1.8	POWER OUTPUT	186 kW. Minimum Operating Weight 20236 KG			
1.9	DRIVEN WHEELS	AWD			
1.10	COLOUR	Yellow			
1.11	WINDOW	Manual			
1.12	STEERING	Hydraulic power assisted			
1.13	INTERIOR	Airconditioned			
1.14	BRAKES	Foot-controlled, hydraulically operated. Both independent systems effective on all 4 tandem wheels			
1.15	SAFETY				
1.16	SECURITY	Immobiliser Alarm			
	REQUIREMENT:				
1.17	REGISTRATION LICENCE &	Supplied and fitted			
1.18	NUMBER PLATES	Supplied and fitted			
1.23	ADDITIONAL SECURITY	Tracking and Dash camera			



19. TIPPER TRUCK

BACK TIPPER TRUCK – 6 CUBIC						
NO	DESCRIPTION	SPECIFICATION		REQUIREMENT MET		
		TYPE			YES	NO
1.1	VEHICLE DESCRIPTION	PKE 250 4x2 or similar				
1.2						
1.3	ENGINE CAPACITY	7700cc Inline 6 Cylinder, Turbocharged Intercooled				
1.4						
1.5	TRANSMISSION	Automatic				
1.6	FUEL TYPE	Diesel				
1.7	TORQUE	950Nm @ 1100 rpm minimum				
1.8	POWER OUTPUT	184kw @ 2200 rpm				
1.9	DRIVEN WHEELS	4x2				
1.10	COLOUR	White				
1.11	WINDOW	Power / electric window				
1.12	STEERING	Power steering				
1.13	INTERIOR	Air conditioned - manual				
1.14	BRAKES	Anti-Lock Braking System				
1.15	SAFETY	Airbags – for driver and passenger. Traction control; Vehicle Stability Control				
1.16	SECURITY	Immobiliser Alarm				
	REQUIREMENT:					
1.17	REGISTRATION LICENCE &	Supplied and fitted				
1.18	NUMBER PLATES	Supplied and fitted				
	ACCESSORIES:					
1.19	LOAD BIN	Protective rhino lining				
1.20	TOW BAR	N/A				
1.21	CAR RADIO	Factory fitted				
1.22	RUBBERISING	Heavy duty rubberising on the base of the vehicles				
1.23	ADDITIONAL SECURITY	Tracking and Dash camera				



20. SKIP LOADER

9 tonne Skip Loader – 6 ³ Cubic Bin					
NO	DESCRIPTION	SPECIFICATION		REQUIREMENT MET	
		TYPE		YES	NO
1.1	VEHICLE DESCRIPTION	PKE 250 4x2 or similar			
1.2					
1.3	ENGINE CAPACITY	7,,206cc Inline 6 Cylinder, Turbocharged Intercooled			
1.4	TRANSMISSION	Manual			
1.5	FUEL TYPE	Diesel			
1.6	TORQUE	1125 Nm @1400 rpm			
1.7	POWER OUTPUT	206 kW @ 2200rpm			
1.8	DRIVEN WHEELS	4x2			
1.9	COLOUR	White			
1.10	WINDOW	Power / electric window			
1.11	STEERING	Power steering			
1.12	INTERIOR	Air conditioned - manual			
1.13	BRAKES	Anti-Lock Braking System			
1.14	SAFETY	Airbags - for driver and passenger. Traction control; Vehicle Stability Control			
1.15	SECURITY	Immobiliser Alarm			
REQUIREMENT:					
1.17	REGISTRATION LICENCE	&	Supplied and fitted		
1.18	NUMBER PLATES		Supplied and fitted		
ACCESSORIES:					
1.19	LOAD BIN	Articulating, knuckle boom 6 Cubic Load bin Electrohydraulic control Frame mounted directly onto truck chassis Max Reach 6.5 to 8.5m with lifting capacity of 9000kg			
1.20	TOW BAR	N/A			
1.21	CAR RADIO	Factory fitted			
1.22	RUBBERISING	N/A			
1.23	ADDITIONAL SECURITY	Tracking and Dash camera			



21. REFUSE COMPACTOR

REFUSE COMPACTOR – 12 CUBE (NO BIN LIFTER)						
NO	DESCRIPTION	SPECIFICATION		REQUIREMENT MET		
		TYPE		YES	NO	
1.1	VEHICLE DESCRIPTION	PKE 250 4x2 or similar				
1.2						
1.3	ENGINE CAPACITY	7700cc Inline 6 Cylinder, Turbocharged Intercooled				
1.4						
1.5	TRANSMISSION	Automatic				
1.6	FUEL TYPE	Diesel				
1.7	TORQUE	950Nm @ 1100rpm minimum				
1.8	POWER OUTPUT	184kW @ 2200 rpm				
1.9	DRIVEN WHEELS	4x2				
1.10	COLOUR	White				
1.11	WINDOW	Power / electric window				
1.12	STEERING	Power steering				
1.13	INTERIOR	Air conditioned - manual				
1.14	BRAKES	Anti-Lock Braking System				
1.15	SAFETY	Airbags – for driver and passenger. Traction control; Vehicle Stability Control				
1.16	SECURITY	Immobiliser Alarm				
REQUIREMENT:						
1.17	REGISTRATION LICENCE	&	Supplied and fitted			
1.18	NUMBER PLATES		Supplied and fitted			
ACCESSORIES:						
1.19	LOAD BIN	Heavy duty hardox steel 900mm fully enclosed crew cab				
1.20	TOW BAR	N/A				
1.21	CAR RADIO	Factory fitted				
1.22	RUBBERISING	N/A				
1.23	ADDITIONAL SECURITY	Tracking and Dash camera				



22. CHERRY PICKER

VEHICLE SPECIFICATION: Cherry Picker – Electricity				
NO	DESCRIPTION	SPECIFICATION		
		TYPE	REQUIREMENT MET	
			YES	NO
1.1	VEHICLE DESCRIPTION	4 Ton Crew Cab AMT Drop Side or similar		
LOAD CAPACITY				
1.2	ENGINE CAPACITY	5.2L Inline 4 Cylinder. Turbo Intercooled		
1.3	TYRE SIZE	215/75 R17.5		
1.4	TRANSMISSION	6 Speed Automated Manual		
1.5	FUEL TYPE	Diesel		
1.6	TORQUE	402 Nm @ 1600 rpm		
1.7	POWER OUTPUT	110 kW @ 2600 rpm		
1.8	DRIVEN WHEELS	Rear (4x2)		
1.9	COLOUR	White		
1.10	WINDOW	Electric		
1.11	STEERING	Power Assisted		
1.12	INTERIOR	7 Seats, Heavy Duty Seat Material		
1.13	BRAKES	Vacuum + Power Assist Drum Brakes with ABS		
1.14	SAFETY	ABS and Driver & Passenger Airbags		
1.15	SECURITY	Alarm & Immobilizer. Amber lights and steel steps for easy access		
REQUIREMENT:				
1.16	REGISTRATION & LICENCE	Included		
1.17	NUMBER PLATES	Included		
ACCESSORIES:				
1.18	LOAD BIN	Rubberized		
1.19	CRANE HEIGHT	15m cherry picker boom (2 or 3 stage extension), with platform. 2 valve banks (one in bucket & another on body)		
1.20	TOW BAR	Standard		
1.21	DROPSIDE	5 door drop side		
1.22	TOOLBOX	Steel toolboxes to be fitted on side of body and in loadbin		
1.23	RUBBERISING	Standard		
1.24	STEEL STRUCTURE	Standard		
	ADDITIONAL SECURITY	Tracking and Dash camera		



PRICING SCHEDULE

VEHICLE MANAGEMENT SYSTEM

Item	Description	Unit	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)
Vehicle tracking and monitoring	Hardware	once-off	R	
	Installation fee	once-off	R	
	Service fee	per month	R	
	De-installation fee	as and when	R	
	Re-installation fee	as and when	R	
	Call-out fee	as and when	R	
	Driver ID tags	once-off	R	
Fuel management	Hardware	once-off	R	
	Installation fee	once-off	R	
	Service fee	per month	R	
	De-installation fee	as and when	R	
	Call-out fee	as and when	R	
Fleet management system	Initiation/ take-on fee	once-off	R	
	Service fee	per month	R	
Fines management	Initiation/ take-on fee	once-off	R	
	Service fee	per month	R	
Managed maintenance	Initiation/ take-on fee	once-off	R	
	Service fee	per month	R	
Fleet reports	Service fee	per month	R	
Fleet assessment (incl. ad-hoc consulting and advisory)	Service fee	once-off (Annually)	R	
Roadside assistance	Initiation/ take-on fee	once-off	R	
	Service fee	per month	R	
Insurance and accident management	Initiation/ take-on fee	once-off	R	
	Service fee	per month	R	
Vehicle license management	Initiation/ take-on fee	once-off	R	
	Service fee	per month	R	
TOTAL OFFER FOR VEHICLE MANAGEMENT SYSTEM			R	R



PROVISION OF FINANCE LEASE FOR THE SUPPLY, DELIVERY, AND MANAGEMENT OF MUNICIPAL VEHICLES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF 60 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY

ELM 25- 26/05/04

FULL MAINTENANCE LEASE OFFER

Item No	Description	Product	Make and Model	Unit Price per month (Incl. VAT)	Kilometers pm	Excess cents per Km
1	Sedan/Hatch 1800 - 2200	FML		R	1000	R
2	Sedan/Hatch 1400 – 1650	FML		R	1500	R
3	4x2 Single/Extended/Xtra/Club Cab LDV	FML		R	1500	R
4	4x4 LDV Single/Extended/Xtra/Club Cab LWB Automatic	FML		R	1500	R
5	4x4 LDV Double Cab Automatic	FML		R	1500	R
6	Minibus: Min. 11-Seater	FML		R	1500	R
7	Minibus: +16-Seater	FML		R	1500	R
8	4x4 LDV Skid Unit (Emergency Vehicles)	FML		R	1500	R
9	4x4 LDV RIV (Emergency Vehicles)	FML		R	1500	R
10	Crew Cab with Half Canopy	FML		R	1500	R
11	Water Tanker (Drinking Water)	FML		R	1500	R
12	Honey Sucker	FML		R	1500	R
13	Recycling Combination Machine (Sewer C Storm Water Drain Cleaner)	FML		R	1500	R
14	Cherry Pickers Truck with a 15m Boom	FML		R	1500	R
15	4x4 TLB	FML		R	160 Hours	R
16	Triaxle Low Bed Trailer	FML		R	1000	R



PROVISION OF FINANCE LEASE FOR THE SUPPLY, DELIVERY, AND MANAGEMENT OF MUNICIPAL VEHICLES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF 60 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY

ELM 25- 26/05/04

Item No	Description	Product	Make and Model	Unit Price per month (Incl. VAT)	Kilometers pm	Excess cents per Km
17	Fuel Trailer	FML		R	1000	R
18	SUV 3.0d SUV	FML		R	3000	R
19	19m ³ Refuse Compactor with bin lifters	FML		R	1500	R
20	Motor grader	FML		R	160 Hours	R
21	Skip Loader – 10 ³ with bin hooks	FML		R	1500	R
22	10 ³ Tipper Truck	FML		R	1500	R
23	Excavator	FML		R	160 Hours	R
TOTAL OFFER FOR FULL MAINTENANCE LEASE						

TOTAL COMBINED OFFER FOR FULL MAINTENANCE LEASE AND VEHICLE MANAGEMENT SYSTEM: R _____



C.3 PRICING DATA

C.3.1 PRICING INSTRUCTIONS

1. All activities must be invoiced on a monthly basis, based on the completion of the activity but not exceeding the allocated budget that has been priced for that activity.
2. Payment will be based on the completion of activities provided that reasonable progress towards the completion of the activity within the estimated budget is demonstrated.
3. The total price for the activities shall not be exceeded without the prior written approval and agreement of the Client.
4. The Schedule of Activities and the Bills of Quantities comprises items covering the service provider's profit and costs of general liabilities and includes costs of all services.
5. **All rates and amounts must be completed in black ink.**
6. The prices and rates to be inserted in the schedule of quantities are to be the full inclusive prices to be the employer for the work described under several items. The prices shall be exclusive and inclusive of Value Added Tax (VAT). Such prices shall cover all costs and expenses that may be required in and for the work described, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the document on which the tender is based.
7. In the event of the tenderer failing to price any item it will be construed that the tenderer has made adequate allowance under other items for all labour, material and costs required, for the exclusion, not only for the quantum of work covered by the unpriced item, but also for any increase in the said quantum which may have to be undertaken during the course of the contract.
8. For the purposes of this Schedule of Activities and Bills of Quantities, the following words shall have the meanings hereby assigned to them:
 - Unit: The unit of measurement for each item of Service provided as defined in the Standardized, Project or Particular Specifications.
 - Quantity (Qty): The number of units of work/service provision for each item.
 - Rate: The payment per unit of work/provision of services at which the Tenderer Tenders to do the work.
 - Amount: The quantity of an item multiplied by the Tendered rate of the (same) item.
 - Sum: An amount Tendered for an item, the extent of which is described in the schedule of activities, the scope of works or elsewhere, but of which the quantity of work is not measured in units..
9. All activities must be invoiced on a monthly basis, based on the completion of the activity but not exceeding the allocated budget that has been priced for that activity.
10. Payment will be based on the completion of activities provided that reasonable progress towards the completion of the activity within the estimated budget is demonstrated.
11. The budget allocated to each activity and the total price for the activities shall not be exceeded without the prior written approval and agreement of the Client
12. The Standard Professional Services, the Contract Data, the Specifications (including the Project Specifications) shall be read in conjunction with the Schedule of Activities.
13. The Schedule of Activities comprises items covering the Service Provider's profit and costs of general liabilities and includes costs of all services.