



CD 64/2024

**Supply and Delivery of Vehicle Fleet:
sedan, light and heavy commercial
vehicles, motorcycles, construction
plant and equipment**

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Definitions

- a. **Accounting Officer** – bears the same meaning as defined in the Public Finance Management Act (PFMA) or the Municipal Finance Management Act (PFMA/MFMA)
- b. **Contractor / Service Provider / Supplier**– the successful bidder who is awarded the contract to maintain and administer the required and specified services to the State.
- c. **Conversion** - is a vehicle built and/or converted for a specific application other than its normal use.
- d. **Dealership** - means an existing business or company that acts as an agent for the supplier contracted to the State in terms of this contract with the branding of the manufacturer clearly displayed, accreditation to service, repair and maintain any vehicle from the supplier with the availability of general service parts and other parts on request
- e. **Driver / Owner** – an official / employee in possession of a valid unendorsed driver’s license for whom a subsidized vehicle was approved.
- f. **Handling Charges** - means any additional cost for the purchaser in having the vehicle delivered to their premises or the movement of the vehicle.
- g. **Handover training** - means the training of individuals to operate a specific vehicle and all accessories thereto safely, economically, and effectively.
- h. **Fleet Responsibility Manager / Fleet Manager** – an official designated by the Accounting Officer or Chief Financial Officer to assume accountability for a fleet of vehicles.
- i. **Merchant / Supplier** – any legal entity which contracts with the Contractor to provide goods or services to the State.
- j. **Roadside assistance** - means any assistance rendered to the driver of a subsidized vehicle when the vehicle suffered a mechanical failure that leaves the driver stranded. Such assistance can include the towing of the vehicle or repair of the vehicle on the side of the road.
- k. **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 or maintenance as set out in the vehicle’s owner manual or handbook up until a specified kilometres or time period.
- l. **Spares / Parts** – a part 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 client driver / owner of the vehicle without jeopardizing any warranties of guarantees in terms of the vehicle.

- m. **Transport Officer / Controller / Control Officer** – an officer appointed by the Accounting Officer in writing to, inter alia, administer the department’s State vehicles either at a sub-office within a region, within a region or within a department.
- n. **Supply Capacity (Units)** - is the number of units the supplier can supply (i.e., manufacture or source) over the duration of the contract period, within the limits as stipulated by the supplier regarding delivery periods in calendar days, and the monthly delivery rates in units.
Example of how to apply “Supply Capacity”, “Monthly Delivery Rate” and “Delivery Period”:
Bidder response: Supply Capacity: 5 Units maximum over the contract period
Monthly Delivery Rate: 2 Units / month, Delivery Period: 60 Days from date of order
- o. End-user order: End-user orders 2 Units on 1 October.

List of Abbreviations

AWD	All Wheel Drive
COF	Certificate of Fitness
CPA	Contract Price Adjustment
CPI	Consumer Price Index
CSD	Central Supplier Database
FSCA	Financial Sector Conduct Authority
HPO	High Power Output
NAAMSA	National Association of Automobile Manufacturers of South Africa
NCAP	New Car Assessment Program
OEM	Original Equipment Manufacturer
PDI/PDS	Pre-delivery Inspection / Pre-delivery Service
RoE	Rate of Exchange
RSA	Republic of South Africa
SABS	South African Bureau of Standards
SCM	Supply Chain Management

1. Invitation

CENTLEC (SOC) Ltd, a Municipal Entity distributing electricity in Mangaung and other Municipalities in the Free State, hereafter refer to as CENTLEC, invite suitable professional service providers to supply, deliver and hand over, registered, fueled, serviced and in perfect working order, ready for immediate use on public and rural roads, various fleet items, delivered to CENTLEC premises at 30 Rhodes Avenue, Oranjesig, Bloemfontein over a thirty six (36) months period with service maintenance plans, guarantees and warranties for each fleet unit and related fitted equipment.

2. Minimum Submission Requirements

Any omission of the below listed items would render and automatic disqualification

- 2.1 Supply unique security personal identification number (PIN) and/or original TAX Clearance Certificate for TAX compliant status.
- 2.2 Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
- 2.3 The bidder must be registered on the National Treasury Centralized Suppliers Database
- 2.4 Submit proof of membership with the National Association of Automobile Manufacturers of South Africa (NAAMSA).
- 2.5 Please note that the minimum requirements listed on the call for bids must be adhered to.

3. Scope of Work

CENTLEC requires to appoint contractor/s to provide for outright purchase of vehicles as provided for in the pricing schedule.

The bid is for the supply, delivery, licensed, fueled and hand over of the fleet in perfect working order and ready for immediate use on public and rural roads, sedan, light and heavy commercial vehicles, motorcycles, construction plant and equipment to CENTLEC.

This contract is applicable to general purpose vehicles where the vehicle must be registered in the name of CENTLEC.

The complete units will be used for wide-ranging work in the general electrical networks such as overhead high voltage electrical line construction and maintenance, street lighting maintenance, tree trimming etc., (require live line insulation) and generally for access to awkward elevated positions. The vehicles and hydraulic platforms shall be designed for and be capable of efficient and safe operation under all South African weather conditions.

Item Categories:

- A. Sedan / Hatch
- B. Light commercial vehicle (LCV)
- C. High mobility vehicle (Trucks)
- D. Multi-purpose vehicle / Sport utility vehicle (MPV/SUV)
- E. Panel van and Mini bus
- F. Motorcycle
- G. High performance/Law enforcement

H. Construction plant, equipment and agricultural

CENTLEC reserves the right to order vehicles and equipment on an as-and-when required basis during the contract period. By virtue of being appointed as one of the successful suppliers does not entitle the supplier to impose the placing of orders to the full value at any given time during the contract period.

4. Applicable Laws and Regulations

- 4.1 Supply Chain Management (SCM) Regulations
- 4.2 National Road Traffic ACT, 1996 (Act no. 93 of 1996)
- 4.3 National Road Traffic Regulation, 2000
- 4.4 SANS 1327:2004: Electrical connectors for towing and towed vehicles
- 4.5 The Atmospheric Pollution Prevention Act, 1995 (Act 45 of 1965)
- 4.6 National Environmental Management: Air Quality Act No 39 of 2004
- 4.7 Standards as specified in the Government Gazette No 27409
- 4.8 Microdots to comply with SANS 524-1
- 4.9 Occupational Health and Safety Act No 85 of 1993 as amended
- 4.10 The Conventional Penalties Act 15 of 1962

5. BID Information Session

Compulsory bid briefing session will be held under the following details:

Date: 19 April 2024

Time: 10:00am

Venue: Supply Chain Management Offices

Bidders are required to complete the attendance register before joining the briefing session. Failure to attend the scheduled briefing session will result in an automatic disqualification.

6. Vehicle Categories

- a. The following categories of vehicles are provided for in the bid and bidders must take note of the different sheets in the pricing schedule provided for each category.
- b. Bidders must take note of the accessories and conversions required to the light commercial vehicles, panel vans and trucks.

7. Technical Specification Guidelines

- a. An all-wheel drive vehicle is not necessarily a 4x4 vehicle. A 4x4 vehicle must provide the option for the driver to switch between high range and low range or have proven off-road capability.
- b. All-wheel driver vehicles offered under the sedan and multi-purpose vehicles with the abbreviation (AWD) in brackets.
- c. All-wheel driver vehicles under the LDV category must be offered under the 4x4 vehicle categories with the abbreviation (AWD) in brackets.
- d. All crossover vehicles must be submitted in sedan categories.
- e. All station wagons must be offered in the category for sedans only.
- f. Vehicles that have a higher-than-average power output for a specific category should indicate High Performance Output (HPO) in brackets as part of the description of the item offered, this may include vehicles fitted with turbo charged engines.
- g. LDVs with a drop side body must be offered in the Truck category.
- h. An offer will not be accepted, if an offer of an item has a higher specification than the requirement of the category and complies with the minimum requirements of another category.
- i. CENTLEC reserves the right to award a specific item on the contract should it be the first automatic vehicle, station wagon, high performance output or all-wheel drive vehicle offered within a specific category.
- j. Bidders must submit models that are available in the market and should not submit one vehicle with separate accessories as different models.
- k. Bidders must ensure that they supply sufficient information related to the technical specifications of the vehicles as required on the bid documents. All vehicle information must be supplied electronically and in such a manner to assist in the evaluation thereof.
- l. Items offered must strictly be according to NAAMSA classifications and must adhere to the specification of the specific category.

8. End-user Information Pack

- a. Bidders must ensure that they complete in full and submits the EXCEL Pricing Spreadsheet, attached in this bid in a soft copy format, failing which the bid will be deemed non-responsive and shall therefore be disqualified.
- b. The EXCEL Pricing Spreadsheet must be converted into a Portable Document Format (PDF) and submitted with the bid at the closing date and time. This PDF document must be exact to the EXCEL Pricing Spreadsheet submitted.
- c. Delivery charges (all delivery charges such as transport and PDI must be included). Bidders are required to provide a comprehensive list of their dealerships, where vehicles will be delivered, indicating the physical addresses, and contact information of these dealerships. Delivery charges from the factory to the various dealerships, must be submitted as an addendum to the bid including prices for delivery of vehicles at CENTLEC premises.
- d. All accessories and optional extras,
- e. Dealership footprint,
- f. List of accredited independent service providers,
- g. List of converters

- h. Specification sheets per item corresponding to the item.
- i. Contact details for Finance / Invoice related queries
- j. Escalation process for technical assistance and contact details
- k. Service and maintenance plans – costs and the inclusions and exclusions thereof.
- l. Vehicle manufacturers must provide an owner's manual and service schedule as a standard at no additional cost, with all vehicles.
- m. Vehicle manufacturers must provide, upon request, and at a cost quoted by the manufacturers at the time of the request, copies of:
 - The appropriate workshop manual, with all subsequent issues of amendments, service bulletins, etc.
 - The relevant spare parts price list with all subsequent amendments
 - The relevant lubrication chart in respect of each model offered
 - A schedule containing full details of the normal PDI/PDS per model
 - These documents are to be supplied in English, and should be available in electronic and/or printed media.

9. Colour and branding

All vehicles to be white (standard issue) in colour. All equipment to be standard colour. The CENTLEC branding standards (attached hereto) need to form part of the pricing schedule

10. Technical Assistance

- a. CENTLEC Fleet Management Office may require clarity or technical assistance in terms of whether a certain item is covered by the warranty or not. Each bidder must submit the contact information of dedicated individuals to assist the end user in resolving such matters as an addendum to the bid document.
- b. The bidder must supply information on the process as to avail a technically qualified individual within 5 days to assist in resolving any disputes related to the vehicle, the fitment of any accessories or conversion thereof during the contract period
- c. The bidder will be required to submit the call centre number to be used by CENTLEC for any technical questions.
- d. All service providers will be required to provide an escalation process, in the event that the call centre and the dedicated individual fails to resolve any technical query within the required time frame.
- e. The service provider must make the relevant technical expertise available in the event that there is a dispute between the end user and the dealership or the converter.
- f. As part of each bid, the bidder shall submit an escalation process for any technical queries to be dealt with, including any call centre numbers and the contact details of at least two individuals.

11. Spare Parts

Bidders must take note that should they be successful, they will be compelled to have vehicle components and genuine spare parts locally available for a period as determined by industry standards.

12. Standard necessities

- a. Vehicle tools required to be supplied with the vehicle shall consist of at least a suitable jack handle, wheel nut spanner and emergency warning signs (triangle and/or cones).
- b. A spare wheel must be supplied with the provision to permanently mount the spare wheel on the vehicle if provision therefore is not made in the design of the vehicle.
- c. All vehicles must be supplied with front and rear backing plates for the fitment of number plates.
- d. All vehicles that require Road Worthy Certificates should be supplied with mass plates affixed to the vehicle.
- e. All vehicles that require Road Worthy Certificates should be supplied with all accessories, fitment and signage as required (e.g. fire extinguisher, seating capacity, speed limitation sign and conspicuity tape)
- f. The following categories of vehicles must be supplied standard as provided below:
Sedan/Hatch, Light commercial vehicle (LCV)), Multi-purpose vehicle/Sport utility vehicle (MPV/SUV), Panel van, and High performance/Law enforcement vehicles
 - i. Air-conditioning
 - ii. Radio
 - iii. Airbags (minimum: Driver and passenger airbags)
High mobility vehicle (Trucks)
 - i. Air-conditioning
 - ii. Radio

13. Optional Extras and Fitments

- a. Bidders must supply a list of accessories, per vehicle model, with more than one option per accessory where possible.
- b. All LDV vehicles and Panel Vans must be offered with the option to upgrade or modify the vehicle suspension in the event that the vehicle needs to be converted.
- c. Allowances must be made on the load body sizes of relevant LDV's and trucks for additional fitments to the trucks such as cranes, hydraulic platforms (cherry pickers), etc. to ensure that the fitment of the accessories and the load body of the fleet item is compatible with the chassis of the fleet item.
- d. Bidders may offer optional extras, e.g. air conditioners, alarms, immobilizers, fire extinguishers, additional fitments and accessories, on the relevant response field on the Pricing Schedule and Item Questionnaire, provided per item.

- e. In the event that an optional extra is not offered or available on the contract the end user will have the option to procure such and optional extra by obtaining a quotation from the service provider in line with the requirements and application of the vehicle.
- f. The bidder, as part of their bid submission will be required to provide a list of all accessories available electronically and printed in the prescribed format.
- g. All bidders must at least supply pricing for the following accessories, where applicable:
 - i. 100 microns smash and grab
 - ii. Tow bar
 - iii. Rubberizing
 - iv. Fire extinguisher
 - v. Canopy
 - vi. Bluetooth functionality
 - vii. LDV Cab protector (rear windshield)
 - viii. Nudge bars, roll bars, running boards
 - ix. Heavy duty rubber mats
 - x. Heavy duty seat covers
 - xi. Spare wheel lock
 - xii. All emergency lights, spot lights, amber lights, items and or accessories
 - xiii. The bidder must include a list of all approved fitment centres capable of fitting the lights, and accessories as submitted.

14. Vehicle Conversions

- a. Conversions remains the responsibility of the service provider
- b. CENTLEC requires that all conversions must be done by converters that is approved by the manufacturer. For each converter submitted the relevant NATIS Certificate of registration needs to be submitted with the relevant MIB (Manufacturer, Importer, Builder) number. In the event of armored vehicles, the converter needed to be registered in terms of National Conventional Arms Control Act.
- c. For all trucks, the supplier will be required to provide more than one item per category. In the name of each item, the model of the vehicle and the name of the converter needs to be included. The price needs to include both the base price of the vehicle as well as the cost of the conversion in one price. The total price will be used during the evaluation process. If the suppliers make use of more than one converter, each conversion must be offered as a separate item, irrespective of the price being the same.
- d. Each service provider, under the contract that have submitted offers under items that requires conversions, where the items have been awarded, will be required to have a number of converters in the Mangaung area. A list of all approved converters and the type of conversions they are approved for, needs to be submitted as part of the bid document.
- e. The OEM (original equipment manufacturer) needs to have processes in place to ensure that all conversions are in line with the required specifications.
- f. CENTLEC can refuse to take delivery of a vehicle should the conversion not be according to the specification.

- g. All documentation that forms part of the complete vehicle delivery will need to be provided by the OEM/converter within seven days or as otherwise agreed to with the end user department.
- h. CENTLEC shall not be responsible to take a vehicle for roadworthy / Certificate of Fitness test, should the original COF expire during the delivery process of the vehicle.
- i. A conversion will only be deemed to be a complete product (vehicle) once the vehicle is released on NATIS and the following valid and original documentation has been supplied to CENTLEC.
 - i. specs' certificate
 - ii. Weigh bridge certificate, Mass Measuring Certificate (MMC)
 - iii. Builders Certificate of Compliance from Body Builder in accordance with the National Road Traffic Act, no 93 of 1996 as amended.
 - iv. Registration Certificate RCI or first registration document.
 - v. NRCS (SABS) National Regulator for compulsory specifications print out (E91) NRW certificate of Roadworthiness.
 - vi. Quality control certificate/Quality control report. In the event of a conversion, the service provider will ensure that the number of passengers are corrected on the ENATIS system as well as the vehicle description and colour.
- j. The registrations of all types of vehicles in CENTLEC's name to be made in the correct category.
- k. Bidders must indicate the delivery period for the base vehicle as well as the additional delivery period applicable in respect of the conversions. The indicated delivery periods may not be exceeded.
- l. Converters, as appointed by the service provider, will have a maximum of six weeks to deliver a prototype and any new conversion.
- m. All paperwork supplied to CENTLEC upon delivery of the vehicle, will need to correspond to the actual vehicle.
- n. The bidder must as part of the bid response, provide the capacity and the delivery rate from the converter to timeously convert vehicles.
- o. Conversions, whether local or fully imported must carry a conversion warrantee, including accessories, design, structure, material and workmanship on material defects should not be less than the vehicle warrantee period. Any warrantee repairs must be done in the Mangaung area of supply. If any repairs are to be done outside of the borders of Mangaung, the manufacturer will carry the cost for the movement of the vehicle.
- p. Conversion repairs are to be done by the dealership in conjunction with the vehicle supplier to ensure that the vehicle is repaired at the appropriate supplier, such as the converter or other technical supplier.
- q. The bidder needs to provide a quality control report or quality control certificate with regard to the workmanship on conversions.
- r. All vehicles that requires road worthy certification, must be delivered with the road worthy documentation, irrespective of being converted or not as well as all requirements for the vehicles in terms of the Road Traffic Act, such as conspicuity tape, speed limit sticker, fire extinguisher, seating capacity indicators, emergency exit signs.
- s. Failure to deliver a converted vehicle or a vehicle as specified in the Road Traffic Act with the specified documentation will be deemed an incomplete product and will

only be paid for by the CENTLEC once the correct documentation is received. This will include:

- i. A vehicle with the gross vehicle mass of which exceeds 3500kg
 - ii. A breakdown vehicle
 - iii. A minibus where the gross vehicle mass of which exceeds 3500kg of which is designed or adapted for the conveyance of 12 or more passengers, including the driver.
- t. Service providers on the contract will be allowed to add new or additional converters or body builders to be utilized under the contract for the awarded items. For a new converter to be added, the service provider will have to notify the CENTLEC Supply Chain Management office.

15. Model Changes

- a. Any known model changes/enhancements may be stipulated by bidders in the bid response and accommodated in the item's price stipulated upfront in the Pricing Schedule and Item Questionnaire. Thus, price changes due to model changes/enhancements will not be accepted post the award of the contract except during process of the revision of prices for the second and third year of the contract.
- b. Should a vehicle model or shape change (or facelift) the new model should either be offered under the same price as the previous model or as a separate item at the time of bid submission or resubmission of pricing process.
- c. When offering it as a separate item, the bidder must indicate the date at which the model change will become effective as well as the date when the old model will no longer be available. This information must be provided for in the "MODEL" column in the pricing schedule.
- d. Model changes/enhancements that are offered to CENTLEC at no additional cost must remain within the same vehicle category as the original item offered.

16. Vehicle Registration and Licensing

The service provider must provide CENTLEC with proof of payment for the registration plates, fitted to the vehicle, with the delivery note.

17. Mobile Service Units

Vehicles that operate within areas that are not covered by dealerships, may require services and minor repairs to the vehicle to be done by a mobile unit. Bidders must provide a list of services and repairs that can be rendered by these mobile units and the processes involved to arrange for the call out of the mobile unit.

Where applicable, the bidder must provide a schedule reflecting a fixed cost as well as the applicable travel cost for the call out fee per vehicle category.

18. Dealerships

Bidders must be able to assist in the management of the relationship between the dealership and the CENTLEC departments. This may include the registration as a client of the database of the dealership.

19. Acceptance of Models with Deviations from Specification

Rounding up/down engine displacement

- In a case where a bidder has offered a vehicle with engine displacement less or more than the required engine displacement, the value of the offered engine displacement will be rounded up or down to determine if the offered engine displacement must be accepted or rejected in a category in question.
- The following formula will be applicable to round up/down

$$X/1000 = Y$$
 Where: X = Y is offered engine displacement
 Y = is converted engine displacement rounded off to the nearest decimal
- When rounding Y to the nearest decimal, if the number to be rounded is followed by 0, 1, 2, 3, or 4, the decimal will be rounded down and if the number to be rounded if followed by 5, 6, 7, 8, or 9, the decimal will be rounded up.
- To determine the acceptability of engine displacement, the required engine displacement must also be divided by 1000 to be able to compare the calculation above and the actual requirement.

Table 1: Rounding up/down engine displacement examples

Example: where 1462Cm³ engine displacement is offered				
No.	Required engine displacement	Converted required engine displacement	Converted offered engine displacement	Accepted/rejected the offer
1	Engine displacement must be between 1500Cm ³ and 1800Cm ³	1500/1000 = 1.5 1800/1000 = 1.8	1462/1000 = 1.462 Rounded off to the nearest decimal equals to 1.5	After conversions the offer must be accepted as it falls within the 1.5 category
Example: where 1432Cm³ engine displacement is offered				
No.	Required engine displacement	Converted required engine displacement	Converted offered engine displacement	Accepted/rejected the offer
1	Engine displacement must be between	1500/1000 = 1.5 1800/1000 = 1.8	1432/1000 = 1.463	After conversions the offer must be accepted as it falls

	1500Cm ³ and 1800Cm ³		Rounded off to the nearest decimal equals to 1.4	within the 1.5 category
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- e. In the event that a new vehicle make and model is supplied in year two and three of the contract, that did not form part of the bid submission in year one, the service provider will be required to supply the technical item questionnaire / document for each of these items in their submissions for years two and three.

20. Specifications and Drawings

- a. Bidders are required to submit drawings on all conversions and trucks indicating the weight distribution on the axles of the vehicle.
- b. Specification sheets must be completed and submitted with the bid document.

21. Conditions Related to Trucks

- a. In the submission of pricing for all trucks, the bidder is required to submit the price of the full conversion.
- b. The bidder is required to submit the full price of the base vehicle and the conversion for each converter as a separate item for all truck submissions, there must therefore be separate pricing for each different type of conversion plus the base price for each item offered.
- c. As an example: If the base vehicle is an ABC truck, and the converters are, Converter X, Converter Y and Converter Z. The bidder will be required to submit three items as ABC truck Conversion X, ABC truck Conversion Y, ABC truck Conversion Z.

22. Construction Plant and Equipment

All construction plant and equipment offered, needs to be offered at the base price. All other items or options that do not form part of the base price must be made available to the end users as optional extras in the bid.

23. Vehicle Service and Maintenance Plans

- a. Each bidder must offer at least one type of service or maintenance plan for General Purpose Vehicles (including trucks), where available.
- b. Bidders are requested to provide the pricing for the various service or maintenance plans they have available (e.g.: some vehicles can be procured with a 90 000km, 120 000km or 160 000km service plan or maintenance plan)
- c. Where the service plan cost/maintenance plan cost is additional to the price for the vehicle offered, it should be indicated on the space provided on the Pricing Schedule and Item Questionnaire. These optional service plan costs will not be part of the evaluation process.

- d. Where a service or maintenance plan is compulsory with the purchase of the vehicle and the bidder cannot separate the service plan or maintenance plan cost from the vehicle price offered, it will be evaluated as offered.
- e. Bidders are required to provide the value of the compulsory maintenance and / or service plans as part of the pricing schedule. Bidders are required to provide the details of the service plans as an addendum to the bid document.
- f. It is expected that all warranties will remain intact if a vehicle is serviced 1500km prior to and 1500km after the vehicle was due for a service. Failure of a vehicle to be serviced or maintained in time cannot affect the validity of the maintenance or service plan as this was already paid for in the procurement of the vehicle.
- g. The service or maintenance plan needs to be activated on the date of the delivery of the vehicle with proof or confirmation provided to the end user department of the specified plan and the confirmation of the period/km for which it will be valid.

24. Warrantees/Guarantees

- a. All vehicles supplied in terms of this contract are required to have a warrantee/guarantee which is to be effective on the date that CENTLEC takes possession of the vehicle.
- b. The warrantee/guarantee must be valid in accordance with the manufacturing standards of the vehicle as stated by the manufacturer. Full details of the vehicle warranties/guaranties must be provided electronically and printed as part of the bid submission.
- c. The service provider guarantees that the items supplied under the contract are new and unused.
- d. The insurance of items against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery will be the responsibility of the service provider. Any damaged parts of the vehicle as a result of manufacture or acquisition, transportation, storage and delivery must be replaced with new and unused parts.
- e. CENTLEC must be informed if the ordered vehicle is damaged while in transit. CENTLEC retains the right to take delivery or refuse to take delivery of any vehicle once it was damaged.
- f. CENTLEC will not take possession of any vehicle exceeding 100km on the odometer of the vehicle at the time of delivery, unless such vehicle needed to be moved for conversion or the fitment of accessories.
- g. The successful bidder will be required to provide CENTLEC with documentation or certification confirming the warrantee, service plan and maintenance plan.

25. Training

- a. Hand-over training or vehicle orientation is required when vehicles are delivered
- b. This will include the training of individuals to operate a specific vehicle and all accessories thereto safely, economically and effectively.

- c. Hand-over training will have to be provided for a minimum of two officials as identified by CENTLEC at the time of delivery of the vehicle at no additional cost to CENTLEC.
- d. The service provider can make available pre-arranged group sessions for the introduction of new vehicle models.
- e. Any service provider on the contract will need to train up any individual that is identified by CENTLEC for the operation of any vehicle supplied on the contract at no additional cost.

26. Delivery and Quantities

Firm delivery periods (in calendar days) and Delivery Rates must be quoted for the duration of the contract period. Service providers are required to submit the shortest possible delivery period (in calendar days).

The Delivery Periods and Delivery Rates must be indicated in the space provided on the Pricing Schedule and Item Questionnaire.

In the event that a vehicle is converted, the bidders must also indicate the additional delivery period applicable in respect of the conversions.

No guarantee is given or implied as to the actual quantity which will be procured during the contract period.

27. Placement of Orders and Payments

- a. Service providers should note that the orders will be placed as and when required during the contract period.
- b. CENTLEC is under no obligation to accept any quantity which is in excess of the ordered quantity.
- c. The service provider needs to ensure that it has sufficient processes in place to ensure verification of vehicle orders prior to delivery.
- d. Service providers are requested to ensure that the request for quotation is legitimate to circumvent fraudulent orders.
- e. When providing quotations to CENTLEC, service providers must ensure that base price as it appears on the contract circular / price list is shown on the quotation and provide other pricing such as delivery cost and extras separately.

Ordering procedure:

- a. Prior to placing a formal order with a service provider, CENTLEC will submit a pre-order letter to the first ranked service provider stipulating the details of the intended order. The service provider will be allowed a maximum of three (3) working days to formally respond to the pre-order letter, indicating how the requirements of the order will be fulfilled.
- b. The service provider will have to notify CENTLEC in the event that certain makes and models are no longer available or when there is a shortage of specific parts in stock and the anticipated time frames for it to become available.

- c. CENTLEC reserves the right to order a lower ranked vehicle under the following circumstances:
 - i. To purchase appropriate and most cost-effective vehicle for the application. CENTLEC may purchase the lower ranked vehicle meeting the minimum application requirements.
 - ii. The service provider does not have representation (dealership) within the geographical area where the vehicle will be in operation or based or have a storage facility in such areas.
 - iii. To procure a vehicle identified as High-Performance Output (HPO) where high performance is required in the application of such vehicle.
 - iv. To procure a vehicle with a higher safety rating.
 - v. Purchase appropriate vehicles with required extras/accessories where these extras/accessories cannot be fitted to the highest ranked vehicle.
 - vi. To purchase appropriate and most environmentally friendly vehicle with consideration to CO² emissions.
 - vii. The base vehicle price plus additional accessories as required exceed that of the lower ranked vehicle that has all the accessories fitted as standard. CENTLEC may purchase the lower ranked vehicle meeting CENTLEC's minimum requirements.
 - viii. Purchase the most appropriate and most cost effective vehicle for the purpose identified. This includes vehicles for specialized operations.
- d. CENTLEC will have the option to levy a penalty if the successful bidder fails to notify CENTLEC that the ordered vehicle(s) cannot be delivered on the initial delivery date. The successful bidder must deliver within 90 days, failure to that, a penalty fee (to a maximum of 0,95% for every seven working days of the undelivered items on the order to a maximum of 21 days, after which the order shall be cancelled) will be calculated after the 90 days of the order being placed up to the date that the successful bidder delivers the vehicle(s).

28. Pricing structure and schedule

- a. It is a requirement of this bid that the bidder fill out and submit the pricing schedule; issued with the bid at the closing date and time of the bid.
- b. The prices quoted must be exclusive of all applicable taxes.
- c. All prices must be furnished in South African currency (Rand).
- d. Bidders are required to submit responsive bids by completing all the prices as contained in the pricing schedule, mandatory response fields and item questionnaires on the provided pricing schedule for the individual items.
- e. Bidders must ensure that they complete in full and submit the EXCEL Pricing Spreadsheet (on a flash drive), attached in this bid in a soft copy format, failing which the bid will be deemed non-responsive and shall therefore be disqualified.
- f. The EXCEL Pricing Spreadsheet must be converted into a Portable Document Format (PDF) and submitted with the bid at the closing date and time. This PDF document must be exact to the EXCEL Pricing Spreadsheet submitted on a flash drive.
- g. The prices as requested in the price schedule must not include any settlement discounts for early payments. CENTLEC will not pay any amounts to the appointed

service provider that is not reflected on the pricing schedule at the time of bid submission or that is provided for as an optional extra or accessories.

- h. Prices submitted for this bid must be completed on the fields provided on the price schedule supplied with the bid.
- i. Where any item or part thereof is imported, the rate of exchange issued by the Reserve bank on 31 January 2024 must be used to convert the imported portion of the price to RSA currency.
- j. Bid prices must include the following:
 - Pre-delivery inspection (PDI)/Pre-delivery service (PDS)
 - Emission Tax
 - Micro Dotting as per SANS specifications
- k. Fuel to a minimum of R800 on all sedans, MPV, SUV and LDV's. R1000 for trucks, R250 on all motorcycles, R1500 for plant/equipment and R400 for small equipment. A slip as proof of fuel disbursed must be submitted with the delivery note.
- l. Where an item is available in different model variations, and the bidder wishes to offer all the model variations in the same category, the bidder is requested to complete a separate line in the 'Pricing schedule and Item Questionnaire' for each model variation. These models should correspond to the offers within the market and should not be a combination of accessories to increase the number of offerings.
- m. Discounts must be offered in the final price offered and must not be conditional, any conditional price offered will not be taken into consideration for evaluation purposes.
- n. Bid prices must exclude delivery charges.
- o. For the second and third years of the contract, successful bidder (s) will be allowed to revisit/renew their original offers and provide new offers which will be re-evaluated. Supporting documentation for the increase will be required.

29. Reporting

- a. The successful bidder(s) are required to submit historical sales value and volume reports via e-mail on a quarterly basis, as follows:
 - i. Category description, vehicle type, make and model delivered
 - ii. Service provider name
 - iii. Total Rand value of all vehicles delivered
 - iv. Converted vehicles
 - v. The amount spent per converter
 - vi. Number of vehicles delivered within the required delivery period
 - vii. Number of vehicles delivered outside the required delivery period

30. Special Conditions

- a) The duration of the contract period shall be for 36 months following the signing of a contract (The successful bidder/s will be expected to enter into a Service Level Agreement with CENTLEC for 36 months).
- b) Should the successful bidder purchase the vehicles outside the Mangaung area, confirmation should be submitted that the servicing workshop will be within the Mangaung district.
- c) Delivery of vehicles must be made in accordance with the instructions appearing on the official order forms.
- d) Vehicles and equipment listed under the different items in this specification is an indication of what is needed and may be ordered at any given time during the contract period. Provision will be made to allow for price adjustments for year two and three over the contract period.
- e) Vehicles and Equipment are required to cope with continuous operations without overheating of the engine, transmission, or hydraulic system. The units will be operating in the CENTLEC supply area, temperatures ranging from -10 to 40 degrees Celsius. A list of all the safety features must be submitted with the bid including additional features available as optional items including the prices thereof, technical specification per item and extras.
- f) Health and Safety:
 - i. To ensure that all equipment shall comply with all safety requirements as prescribed in the Occupational Health and Safety Act No 85 of 1993 (Latest revision).
 - ii. The successful bidder furthermore must accept full responsibilities as per Clause 10 of the Occupational Health and Safety Act No 85 of 1993, "General duties of manufacturers and others regarding articles and substances for use at work".
- g) The Bidder hereby specially agrees that in the event of spares for any part of the equipment supplied in terms of the contract not being available in the Republic of South Africa, shall cause such parts to be air freighted to Bloemfontein and supplied to CENTLEC at normal spare part prices.
- h) Any freight or other costs shall be borne solely by the bidder and this agreement shall be valid until the unit concerned has reached the time frame as specified by the bid for which the availability of spare parts are guaranteed.
- i) Road side assistance must be ensured by the bidder during the warranty period.
- j) Bidders must have a local facility to perform any mechanical, hydraulically or electrical tests (including diagnostic tests).
- k) CENTLEC will have the option to levy a penalty if the successful bidder fails to notify CENTLEC that the ordered vehicle(s) cannot be delivered on the initial delivery date. The successful bidder must deliver within 90 days, failure to that, a penalty fee (to a maximum of 0,95%, as per the Conventional Penalties Act 15 of 1962, for every seven working days of the undelivered items on the order to a maximum of 21 days, after which the order shall be cancelled) will be calculated

after the 90 days of the order being placed up to the date that the successful bidder delivers the vehicle(s).

31. Evaluation Criteria

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of CENTLEC. The most suitable candidates will then be selected. Please take note that CENTLEC is not bound to select any of the bidders submitting proposals.

Furthermore, technical competence is the principal selection criteria, CENTLEC will evaluate the technical criteria first, and will only look at the price and specified goals if it is satisfied with the technical evaluation. As a result of this, CENTLEC does not bind itself in any way to select the bidder offering the lowest price. CENTLEC (SOC) Ltd reserves the right to appoint one or more service providers to complete various services as and when required.

The relative technical weighting criteria / Qualification Parameters will be as follows:

Table 2: Evaluation Criteria

No	Criteria	Description	Points
1.	Company Experience and track record in the supply, delivery and successfully completed projects.	a. Submit company profile which reflects: A minimum of three (3) years' active and experience gained in this field, to whom services were provided, and a record of delivery and services rendered as well as quantities, complete with references. Three(3) – six (6) years = 5 points Seven or More = 10 points	10
		b. Submit signed reference letters stating the total value of the successfully completed projects. R 2 000 000.01 - R 5 000 000 = 20 points R 5 000 000.01 - R10 000 000 = 30 points R10 000 001 and above = 40 points	40
2.	Locality in the Mangaung Metropolitan area	The bidder should have. a) Their own local support facilities = 20 points b) If not, but within RSA = 10 points	20
3.	Certification	Submit proof of Registered Motor Dealer as contemplated in the National Road Traffic Act 93 of 1996 = 30 points	30
		Points	100

A bidder who gets a minimum of 65 points and above on will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system.

The bidder must score minimum points as follows:

Item 1a – 5 points

Item 1b – 20 points

Item 2 – 10 points

Item 3 – 30 points; in the Evaluation Criteria.

31.2 PRICE AND REFERENTIAL POINTS SCORING – STAGE 2 (Price and Specified Goals)

All Bidders that have passed the technical evaluation threshold of 65 points would also be scored based the 80/20 principle where 80 Points is for the Price and 20 points for B-BBEE as per the detail given below.

6.2 Points awarded for price.

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

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

P_s = Points Scored for comparative price of bid under consideration

P_t = Comparative Price of bid under consideration

P_{\min} = Comparative Price of lowest acceptable bid

6.3 Points awarded for Specified Goals

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the specified goals in accordance with the table below.

Table 2: Specified Goals for Preferential Point System

Specified Goals	Points Allocation
50% Black owned(attach detailed CSD report)	10
50% Women owned(attach detailed CSD report)	5
50% Youth owned <35 years(attach detailed CSD report)	5
Total Points	20

32. Pricing

- a. The contract price(s) shall be CPI based. Year 2 and 3 will be based on CPI as per Service Level Agreement requirements.
- b. Price list (Price should be in Rand and exclusive of VAT)
- c. Traveling cost should be as per AA rates.
- d. Any item or work not covered in the pricing schedule (attached), the supplier's quotation and/or invoice must be submitted with the Service Provider's quotation and/or invoice.

Description - General	Mark – up %
Percentage mark up, for supply and delivery, of any similar item or related items not included in this document, should it be requested.	

33. Attachments to the BID Document

- a. CD 64 2023 Category List
- b. CD 64 2023 Pricing Schedule
- c. CD 64 2023 Category C Items Questionnaire - returnable document
- d. CD 64 2023 Category E Items Questionnaire - returnable document
- e. CD 64 2023 Category H Items Questionnaire - returnable document
- f. CD 64 2023 Authorization Declaration - returnable document
- g. CENTLEC Corporate Identity Guidelines

34. Contact details

- a. For any further technical information regarding the document contents please contact Me Chantelle Moodie e-mail: chantelle.moodie@centlec.co.za.
- b. Such queries must be done in writing, the email address provided serves this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.
- c. For Supply Chain Related questions, please contact Me Palesa Makhele at 051 412 2753 or at palesa.makhele@centlec.co.za