

INVITATION TO TENDER

CONTRACT DESCRIPTION: LEASING OF NEW VEHICLES FOR VARIOUS COEGA OFFICES WITH FULL SERVICE AND MAINTENANCE PLANS FOR A PERIOD OF 5 YEARS (60 MONTHS)

CONTRACT NO: CDC/50/26

The Coega Development Corporation (CDC) is headquartered in Nelson Mandela Bay, South Africa, with a strategic operational footprint in South Africa and beyond the borders in the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003 hectares Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets in the African continent, and advisory on the development of industrialisation and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.

The CDC attracts local and foreign investment into the Coega Special Economic Zone (SEZ) and the Nelson Mandela Bay Logistics Park (NMBLP); conceptualises and develops complex, multi-disciplinary projects; and provides programme management, strategic advisory, economic research and human capital services. It manages the entire development and service provision through innovative approaches that combine multidisciplinary skills.

INVITATION AND SCOPE OF WORK

The Coega Development Corporation (CDC) invites suitably qualified and experienced bidders to submit proposals in response to the Expression of Interest (EOI) for the leasing of new vehicles for various CDC Offices with full service and maintenance plans for a period of 5 years.

SCOPE OF WORK

This Bid calls for the Expression of Interest for the supply, delivery, insurance, service, and maintenance of leased vehicles with an intention of entering into a 5 year (60 months) leasing agreement with the CDC. All manufacturer warranties will be required from successful bidders. The Bidders must submit assurance letters confirming that all vehicles listed in the Bid document are fully licensed and registered, fully covered under service and maintenance plans and comprehensively insured.

The leasing of new motor vehicles is required in various Coega Offices as per the table below and bidders are required to select the area they are interested in bidding for and may select all areas of interest provided they submit proof and confirmation of business operation in each area selected.

Bidders who do not have offices in all five areas are required to provide, in writing, proof of their capacity and commitment to deliver support services in each area for which they are bidding for. This includes demonstrating the ability to respond to emergencies and provide urgent vehicle replacements when necessary (Area 1 – 5).

| Nr | Vehicle Type | Engine Capacity | Indicative Quantities | Indicative Quantities per Office | | | | |
|--------------|--------------------|---------------------|-----------------------|--|--------------------------|-------------------|------------------|--------------------|
| | | | | Area 1 PE / Gqeberha and Kariega Areas | Area 2 East London | Area 3 Mthatha | Area 4 Durban | Area 5 Pretoria |
| 1 | Sedan | 1.5 – 1.8 Litres | 11 | 9 | 1 | | | 1 |
| 2 | Hatchback | 1.0 – 1.2 Litres | 9 | 7 | 1 | | 1 | |
| 3 | 4x2 Single Cab | 2.4 – 2.8 Litres | 7 | 6 | | | 1 | |
| 4 | 4x4 Double Cab | 2.8 – 3.2 Litres | 7 | 1 | 3 | 1 | 2 | |
| 5 | Kombi 10-Seater | 2.0 – 2.4 Litres | 1 | 1 | | | | |
| 6 | Kombi 15-Seater | 2.5 – 2.8 Litres | 1 | 1 | | | | |
| 7 | SUV | 1.6 – 2.0 Litres | 2 | 2 | | | | |
| Total | | | 38 | | | | | |

CONDITIONS OF TENDER

- The CDC's Procurement Policy and Procedures shall apply;
- The following legislations shall apply:
 - Public Finance Management Act (PFMA);
 - Preferential Procurement Regulations, 2022;
 - National Treasury Regulations;
 - The Skills Development Act, (97 of 1998);
 - The National Qualifications Framework Amendment Act, (12 of 2019);
 - Broad-Based Black Economic Empowerment (BBBEE) Amendment Act (46 of 2013);
 - NEMA National Environmental Management: Air Quality Act No.39 of 2004;
 - Occupational Health and Safety Act and Regulations, (Act. 85 of 1993);
 - National Environmental Management Act, NEMA (Act No. 107 of 1998);
 - Disaster Management Act, (Act No. 57 of 2002);
 - National Road Traffic Act, 1996 (Act no.93 of 1996);
 - Accredited body building vehicle manufacturer (complete, chassis cab, body, tank, pump, plumbing);
 - Administration Adjudication of Road Traffic Offence (AARTO) Act 16 of 1996; and
 - Any other applicable legislation.
- The successful bidder will be required to submit proof of ownership for the vehicles in areas which they are bidding for. Copy of Registration Certificate or Purchase invoice and proof of South African Special Risk Insurance Association (SASRIA) and Comprehensive Insurance will be required as a condition to accept fleet;
- Bidders are required to submit technical specifications of the vehicles as stipulated in table 1 of this document;
- The successful bidders will be required to provide Compensation Fund letter of Good Standing and to demonstrate that the company is registered with the Compensation Fund and that they are up to date with their contributions;
- The vehicles must comply in all respects with the Road Traffic Act, 29 of 1989 and the Road Traffic Ordinance (Cape) (3rd Edition), with special attention being given to safety belts, reflectors, chevrons and the marking of the vehicle masses (tare, GVM and GCM - the tare mass being confirmed with the weighbridge ticket; in addition the vehicle must comply with the relevant SABS vehicle category specification and the relevant SABS safety specifications, i.e. SV 1046-1053;
- The qualitative and quantitative assessments will be done via a secondary process wherein only the shortlisted bidders will be considered.**
- The quantities of vehicles are indicative and may vary depending on the demand of motor vehicles by CDC and its client over the period of the term.
- All Bidders must be Value Added Tax (VAT) Vendors and the Form of Offer must include VAT. Bidders must be VAT registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- CDC will only award the Tender to a bidder who is tax compliant. The tax compliance status of the bidders will be verified through the CSD and South African Revenue Services (SARS) website;
- The Bidders must nominate a person who will be their Accounts Manager who will have delegated authority to sign and liaise with CDC and further this person must be nominated as an Authorised Signatory per the Certificate of Authority included in the EOI document;
- Joint Venture or Consortia will not be considered;
- Bidders must complete and sign the POPI Act Consent Form;
- Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this EOI document and signs the submission as a correct and sound documentation that the CDC could put its reliance on;
- Bidders must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g MAAAO;
- Bidders must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal;
- It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the EOI Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders;
- The successful bidder will be required to provide a Business Registration Number Certificate (BRNC) to verify that all leased vehicles are registered under the designated company or the company from which the vehicles are being leased;
- The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, (Act No. 130 of 1993); National Environmental Management Act, (Act 170 of 1998), National Environmental Management: Air Quality Act no. 39 of 2004 and Disaster Management Act (Act No. 57 of 2002) and all relevant legislations throughout the duration of the contract. Moreover, shall ensure as far as practicable, that the article/substance is safe and without risk to health when properly used and that it complies with prescribed requirements. Take such steps as may be necessary to ensure that such articles/substances information is available regarding the use at work, risk to health and safety associated with and procedure to be followed is available in case of an incident occurrence;
- Upon appointment of the successful bidder, the service provider will be required to develop or provide an automated vehicle inspection check pre and post on daily basis, including carbon footprint contributions;
- Should the bid be awarded to a generic entity turnover R50 000 000.00 CDC will recommend that the bidder subcontracts a portion to small entities;
- Upon award, the successful Bidder will be required to provide an accredited certificate with the South African Vehicle Rental and Leasing Association (SAVRALA), a comprehensive insurance certificate, Tracker system certification as well as a semantic system with detailed and accurate Global Positioning System (GPS) readings;
- Public servants are prohibited from conducting any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations;
- Incomplete EOI document Submissions will be deemed null and void and shall be considered non-responsive;
- Bidders who intend to lease the required vehicles must ensure that their contract with any third party, regarding the lease of said vehicles, is established for a continuous period of sixty (60) months
- In the event that a successful bidder fails to provide any required vehicles during the contract period, such failure shall constitute a breach of contract, thereby entitling the CDC to immediately terminate the agreement.
- Bids must only be submitted on the EOI document that is issued;
- Bid validity period shall be **twelve (12) weeks** from the closing date;
- Late Submissions, i.e., Submissions received after the closing date and/or time for this tender, 17 March 2026 at 12H00, will not be accepted.
- No telephonic or any other form of communication with any other CDC member of staff, other Procurement representative, relating to this request for tender will be permitted. All enquiries regarding this tender must be in writing only and must be directed to e-mail: tenderscdc5026@coega.co.za; no new queries will be responded to after **06 March 2026**.

The EOI documents will be available for download from the CDC website (www.coega.co.za), e-Tender Portal and Provincial Treasury Bid Bulletin from **12h00 on 20 February 2026**, at no cost. No hard copies of the EOI Documents will be made available by CDC to any Bidder. Potential bidders will be required to provide their email addresses on the CDC website before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct. It is the bidder's responsibility to ensure the document is downloaded correctly and submitted as per the original document sequence as the CDC will not be responsible for any inconsistencies on the EOI document which may lead to the disqualification of the bidder.

A **Non-Mandatory** Briefing Meeting will be held virtually where representatives from Coega Development Corporation will meet prospective Bidders. The Link to the meeting on **Tuesday, 03 March 2026** from **10H00** at the following address:

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/39760390255983?p=501EUJIMectwR9P4a0>

Meeting ID: 397 603 902 559 83

Passcode: Pm2m8rt2

Queries relating to this EOI may be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management strictly via e-mail: Bids5026@coega.co.za between the period of **20 February 2026 to 06 March 2026**. No new queries received after **06 March 2026** will be considered.

The closing date and time for the receipt of complete bid documents is **Tuesday, 17 March 2026 at 12H00**.

One original completed bid document shall be placed in a sealed envelope clearly marked with **CONTRACT NUMBER:**

“CDC/50/26, CONTRACT DESCRIPTION: LEASING OF NEW VEHICLES FOR VARIOUS COEGA OFFICES WITH FULL SERVICE AND MAINTENANCE PLANS FOR A PERIOD OF 5 YEARS. THE OPENING REGISTER WILL BE POSTED ON THE CDC WEBSITE WITHIN 76 HOURS OF TENDER CLOSURE.”

Bids must be lodged and submitted at Document Control office, at the Coega Development Corporation Main Office, Coega Business Centre, Cnr. Alcyon Road & Zibuko Street, Zone 1 Coega SEZ. EOI documents will not be opened in public; and no late submissions will be considered.

Bidders must ensure that all bid documents are submitted in a secure, sealed, tamper-proof envelope or container. The submission must be secure against any form of tampering, alteration, removal, or insertion of documents. Any bid submission received in packaging that appears to be torn, unsealed,

loose papers or otherwise compromising the integrity of the contents may be deemed non-responsive and disqualified at the discretion of the CDC.

Incomplete EOI Document and failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive. Telegraphic, telexed, tippexed, facsimiled or e-mail submissions will not be accepted.

No telephonic or any other form of communication with any other CDC member of staff, other than the individual named below, relating to this request for bid will be permitted.

All enquiries regarding this bid must be in writing only, and must be directed to:

Ms. Zine Mtanda, Unit Head: Supply Chain Management; e-mail address: Bids50/26@coega.co.za

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

TIP-OFFS ANONYMOUS HOTLINE:
STOP: THEFT / FRAUD / DISHONESTY / BRIBERY /
BLACKMAIL / INTIMIDATION
Call Toll-free TODAY: 0800 007 035 and remain anonymous.



• right PLACE • right TIME • right CHOICE

BBBEE LEVEL 1 CONTRIBUTOR
ISO 9001:2015 • ISO 14001:2015 • ISO 45001:2018
ISO 20000-1:2018 • ISO 27001:2022

