



Expression of Interest (EOI):

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

Document N°

CDC/50/26

Classification: Public

February 2026

Name of Bidder: _____

CONTRACT NO.	AREA	TICK
CDC/50/26 - Area 1	GQEBERH/KARIEGA	
CDC/50/26 - Area 2	EAST LONDON	
CDC/50/26 - Area 3	MTHATHA	
CDC/50/26 - Area 4	DURBAN	
CDC/50/26 - Area 5	TSHWANE	

DOCUMENT INFORMATION SHEET

Title of Document : *EXPRESSION OF INTEREST FOR LEASING OF NEW VEHICLES FOR VARIOUS COEGA OFFICES WITH FULL SERVICE AND MAINTENANCE PLANS FOR A PERIOD OF 5 YEARS (60 MONTHS)*

Type of Document : *Expression of Interest*

Document Number : *CDC-OPS-EOI-001-26*

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Business Unit : *Operations Business Unit*

Prepared for : *Prospective Bidders*

Date of Issue : *February 2026*

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DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.

PROJECT NAME : Leasing of new vehicle for various Coega Offices with full service and maintenance plans for a period of 5 years (60 months)

DOCUMENT TITLE : Leasing of new vehicle for various Coega Offices with full service and maintenance plans for a period of 5 years (60 months)

DOCUMENT No. : **CDC-OPS-EOI-001-26**

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

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Distribution:	<i>Potential Bidders</i>
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Request For Proposal

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EXPRESSION OF INTEREST (EOI)

Contract No. CDC/50/26

Contract Description

LEASING OF NEW VEHICLES FOR VARIOUS CDCD OFFICES WITH FULL SERVICE AND MAINTENANCE FOR A PERIOD OF 5 YEARS (60 MONTHS)

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders 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-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialization 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 multi-disciplinary skills.

INVITATION TO BID

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.

CDC requires all bidders to select the area(s) they are interested in submitting bids for. The areas are:

- Area 1 – Port Elizabeth / Gqeberha and Kariega Areas within the Eastern Cape Province (EC)
- Area 2 – East London Area within the Eastern Cape Province (EC)
- Area 3 – Mthatha Area within the Eastern Cape Province (EC)
- Area 4 – Durban Area within the KwaZulu Natal Province (KZN)
- Area 5 – Tshwane Area within the Gauteng Province (GP)

The scope of work and specifications are further detailed in the E.O.I document

CONDITIONS OF TENDER

- (a) The CDC's Procurement Policy and Procedures shall apply;
- (b) The following legislations shall apply:
 - (i) Public Finance Management Act (PFMA)
 - (ii) Preferential Procurement Regulations, 2022;
 - (iii) National Treasury Regulations;
 - (iv) The Skills Development Act, (97 of 1998);
 - (v) The National Qualifications Framework Amendment Act, (12 of 2019);
 - (vi) Broad-Based Black Economic Empowerment (BBBEE) Amendment Act (46 of 2013);
 - (vii) NEMA National Environmental Management: Air Quality Act No.39 of 2004
 - (viii) Occupational Health and Safety Act and Regulations, (Act. 85 of 1993)
 - (ix) National Environmental Management Act, NEMA (Act No. 107 of 1998)
 - (x) Disaster Management Act, (Act No. 57 of 2002);
 - (xi) National Road Traffic Act, 1996 (Act no.93 of 1996);
 - (xii) Accredited body building vehicle manufacturer (complete, chassis cab, body, tank, pump, plumbing);
 - (xiii) Administration Adjudication of Road Traffic Offence (AARTO) Act 16 of 1996 and;
 - (xiv) Any other applicable legislation
- (c) 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;
- (d) Bidders are required to submit technical specifications of the vehicles as stipulated in table 1 of this document;
- (e) 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;
- (f) 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;

(g) The qualitative and quantitative assessments will be done via a secondary process wherein only the shortlisted bidders will be considered.

(h) 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. The Preference Point System will be applied for evaluation purposes. The basis of the points for price will be the summation of the rates as per the line items of the Pricing Schedule. Bidder(s) will be appointed based on -monthly rates;

(i) 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.

(j) 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;

(k) 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;

(l) Joint Venture or Consortia will not be considered;

(m) Bidders must complete and sign the POPI Act Consent Form;

(n) 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;

(o) Bidders must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g MAAA0;

(p) 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;

(q) 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;

(r) 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;

(s) 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;

(t) 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;

(u) 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;

(v) 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;

(w) 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;

(x) Incomplete EOI document Submissions will be deemed null and void and shall be considered non-responsive;

(y) 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

(z) 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.

(aa) Bids must only be submitted on the EOI document that is issued;

(bb) Bid validity period shall be **twelve (12) weeks** from the closing date;

(cc) 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.

(dd) 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=501EUJIMectwR9P4aO>

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.

1. INTRODUCTION AND BACKGROUND

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

To support its operational functions, the CDC employees with tools of trade, including motor vehicles required for travel to project sites and meetings. The previously used method of purchasing vehicles has proven costly, and the organisation has resolved to explore a long-term leasing solution for up to five (5) years.

The CDC Fleet Management Unit seeks to appoint a reputable service provider to enter into a leasing contract for the provision of reliable, fully serviced, insured, and complaint motor vehicles across all CDC Offices nationally.

The project aims to establish a long-term leasing program that ensures cost efficiency, operational readiness, and improved fleet management.

2. PROJECT SCOPE

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. The Bidders must submit assurance letters confirming that all vehicles will be:

- Fully licensed and registered
- Covered under service and maintenance plans
- Covered under Comprehensive Insurance
- Equipped with a tracking system
- Provided with a pre-and post-inspection automated device

The leasing of 38 new motor vehicles is required across CDC offices nationally. Bidders may select one or multiple areas of operation, provided they demonstrate the capacity to offer full support services in the selected areas.

Table 1: Total Number and Motor Vehicle Types Required and breakdown per area

Nr	Vehicle Type	Engine Capacity	Indicative Quantities	INDICATIVE QUANTITIES PER OFFICE				
				Area 1	Area 2	Area 3	Area 4	Area 5
				PE /GQEGERHA and KARIEGA AREAS	EAST LONDON	MTHATHA	DURBAN	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				
7	Kombi 15-Seater	2.5 – 2.8 Litres	1	1				
8	SUV	1.6 – 2.0 Litres	2	2				
Total			38					

Notes

3. OBJECTIVES

- a) Secure a fleet that meets operational needs.
- b) Manage vehicle costs through favourable leasing terms.
- c) Ensure availability of vehicles without major capital outlay.
- d) Maintain fleet performance and compliance with safety and regulatory standards.

4. DESCRIPTION

A needs assessment was conducted across all CDC business units and satellite offices, confirming the requirement of 38 leased vehicles distributed across five operational areas

Table 2: Supply Conditions

1	<p><i>Cars may change and or increase from time to time as the CDC business need to changes</i></p>
2	<p><i>Cars will be delivered on location as follows:</i></p> <p><i>Area 1: Gqeberha and Kariega:</i> <i>Delivered at Coega Head office in Zone 1, Corner of Alcyon & Zibuko Street, BPO in Zone 4 -Number 136 Tutu Street, Recruitment Centre in Zone 4 – Number R102 Old Coega Road, Markman, Gqeberha Vulindlela Village – Corner of N2 & St Georges Road, Markman, Gqeberha Sunrise Hotel – Number 155B Bluewater Driver, Bluewater Bay, Gqeberha Logistics Park in Kariega – Number 48 Brickfield Road</i></p> <p><i>Area 2: East London:</i> <i>Delivered at Coega Offices in East London – Number 10 – 12 Harraway House, Pearce Street Berea</i></p> <p><i>Area 3: Mthatha</i> <i>Delivered at Coega Offies in 76 Blakeway Road, Mthatha</i></p> <p><i>Area 4: Durban (KZN)</i> <i>Delivered at Coega Offices in Umhlanga Ridge, Durban – Number 18 Cranbrook Crescent,</i></p> <p><i>Area 5: Tshwane Gauteng)</i> <i>Delivered at Coega Offices in Pretoria – Number 189 Lunnon Road, Hillcrest</i></p>
3	<p><i>All cars must be new, roadworthy, and in very good condition</i></p>
4	<p><i>All cars must be insured by the Bidding Company</i></p>
5	<p><i>Proof of ownership will be required from the successful bidder or a confirmation letter of agreement between the bidder and the lessor</i></p>
6	<p><i>Replacement of Vehicles at every 120 000 KM interval from delivery</i></p>
7	<p><i>In case of an accident or a mechanical failure, a replacement vehicle must be made available to the CDC within 48 hours of having reported the accident or mechanical failure.</i></p>

4.1 Comprehensive service and maintenance support

The leased vehicles should have comprehensive service, maintenance and 24/7 roadside assistance and support service. This should include the provision of replacement vehicles within 24 hours in the case of prolonged service, maintenance, breakdowns and after an accident.

4.2 Insurance and Compliance

All leased vehicles should have comprehensive insurance coverage and regular inspections must be conducted by both the lessee and the lessor to ensure compliance with safety regulations. The successful bidder(s) must provide driver safety training to promote safety and responsible vehicle usage.

4.3 Efficient Fleet Management System

The Bidder must submit an advanced fleet management system to monitor the leased vehicle's performance, usage, service and maintenance schedules. A detailed and accurate reporting analytics system to track costs, efficiency, and vehicle health of all leased cars. A real-time vehicle tracking and telematics system that can provide accurate Global Positioning System (GPS) readings must be installed in all leased vehicles to enhance operational oversight.

4.4 MV Inspection tools

The successful bidder must provide digital inspection tools per vehicle for daily internal and external vehicle assessments, including kilometer logging per trip.

4.5 Monthly Kilometres

Monthly kilometre requirements per office are detailed in Table 3 below.

Table 3: Detailed Motor Vehicles Requirements per Site/Satellite Office

NEW FLEET PROPOSAL							
CITY	Location/Site	BU Needs	Vehicle Type	Specifications	Usage of Vehicles	Percentage Split between Tar/Gravel	Anticipate kilometres per month
GQEBERHA	BPO Park	1	4x2 Single Cab with diff-locker with Engine Capacity between 2.4 – 2.8 Litres	Canopy	Business/Site Visits	100% Tar	1000 - 2000
				Fuel – Diesel			
	Driver Training	3	Hatchback with 5 doors with engine capacity between 1.0 – 1.2 Litres	Colour – Any			
				Factory fitted aircon			
				Transmission – Manual			
				Factory fitted radio/usb port power charger port			
				Standard tow bar			
HCS	HCS	1	Sedan with 5 doors with Engine Capacity between 1.5 - 1.8 Litres	Fuel – Petrol	Driver Training	100% Tar	1000 - 2000
				Colour – Any			
				Transmission – Manual			
				Factory fitted aircon			
				Factory fitted radio/usb port power charger port			
	HCS - SKILLS	1	Sedan with 5 doors with Engine Capacity between 1.5 - 1.8 Litres	Fuel – Petrol	Business/Site Visits	100% Tar	500 - 1000
				Colour - Any			
				Transmission – Manual	Business/Site Visits	100% Tar	500 - 2000
				Factory fitted aircon			
				Factroy fitted radio/usb port power charger port			
		1		Canopy		100% Tar	500 - 3000

HEAD OFFICE	5	4x2 Single Cab with diff-locker with Engine Capacity between 2.4 – 2.8 Litres	Fuel – Diesel	Business/Site Visits	100% Tar	1000 - 3000
			Colour – Any			
			Factory fitted aircon			
			Transmission – Manual			
			Factory fitted radio/usb port power charger port and no ashtray			
			Standard tow bar			
	2	Sedan with 5 doors with Engine Capacity between 1.5 - 1.8 Litres	Fuel – Petrol	Business/Site Visits	100% Tar	1000 - 3000
			Colour – Any			
	1	4x2 Single Cab with diff-locker with engine capacity between 2.4 – 2.8 Litres	Transmission – Manual	Business/Site Visits	100% Tar	500 - 1000
			Factory fitted aircon			
			Canopy			
			Fuel – Diesel			
			Colour – Any			
			Factory fitted aircon			
			Transmission – Manual			
	3	Kombi 10 seater, with 5 doors, with engine capacity between 2.0 - 2.4 Litres	Factory fitted radio/usb port power charger port	Business/Site Visits	100% Tar	500 - 1000
			Standard tow bar			
			Fuel – Diesel	Business/Site Visits	100% Tar	500 - 1000
			Colour – Any			
			Factory fitted aircon			
			Transmission – Automatic			
			Factory fitted radio/usb port, power charger port, reverse camera, electric control windows			
			Leather seats			
			Standard tow bar			
			Fuel – Petrol	Business/Site Visits	100% Tar	500 - 1000
			Colour – Any			

		Hatchback with 5 doors with engine capacity between 1.0 – 1.2 Litres	Transmission – Manual Factory fitted aircon Factory fitted radio/usb port power charger port, electric windows			
	2	SUV 7 seater with 5 doors anything between 1.6 - 2.0	Fuel – Diesel Colour – Any Factory fitted aircon Transmission – Manual Standard tow bar Factory fitted radio/usb port, power charger port, reverse camera, electric control windows	Business/Site Visits	50/50% Tar/Off Road	500 - 1000
Logistics Park	1	Hatchback with 5 doors with engine capacity between 1.0 – 1.2 Litres	Fuel – Petrol Colour – Any Transmission – Manual Factory fitted aircon Factory fitted radio/usb port power charger port, electric windows	Business/Site Visits	100% Tar	500 - 1000
Sunrise Hotel	1	Minibus kombi 15 seater with 4 doors with engine capacity between 2.5 - 2.8 Litres	Fuel – Diesel Colour – Any Factory fitted aircon Transmission – Manual Factory fitted radio/usb port, power charger port, electric control windows Standard tow bar	Business/Site Visits	100% Tar	1000 - 3000
	1	4x2 Single Cab with diff-locker with engine capacity between 2.4 – 2.8 Litres	Canopy Fuel – Diesel Colour – Any Transmission – Manual Factory fitted aircon	Business/Site Visits	100% Tar	500 - 1000

			Factory fitted radio/usb port power charger port, electric windows			
		1	Sedan with 5 doors with Engine Capacity between 1.5 - 1.8 Litres	Fuel – Petrol		
				Colour – Any		
				Transmission – Manual		
				Factory fitted aircon		
				Factory fitted radio/usb port power charger port		
	VACC	2	4x2 Single Cab with diff-locker anything between 2.4 – 2.8	Canopy		
				Fuel – Diesel		
				Colour – Any		
				Transmission – Manual		
				Factory fitted aircon		
				Factory fitted radio/usb port power charger port, electric windows		
	VACC	1	Sedan with 5 doors with Engine Capacity between 1.5 - 1.8 Litres	Fuel – Petrol		
				Colour – White		
				Transmission – Manual		
				Factory fitted aircon		
				Factory fitted radio/usb port power charger port		
	Total		27			
EAST LONDON	Satelite Office	1	Sedan with 5 doors with Engine Capacity between 1.5 - 1.8 Litres	Fuel – Petrol		
				Colour - Any		
				Transmission – Manual		
				Factory fitted aircon		
				Factroy fitted radio/usb port power charger port		
		3	4x4 double cab with diff locker, with engine capacity between 2.8 - 3.2 Litres	Canopy		
				Fuel – Diesel		
				Colour – Any		
				Factory fitted aircon		

			<p>1</p> <p>Hatchback with 5 doors with engine capacity between 1.0 – 1.2 Litres</p>	Transmission – Manual			
				Factory fitted radio/usb pot power charger port			
				Standard tow bar			
				Fuel – Petrol	Business/Site Visits	100% Tar	1000 - 2000
				Colour – Any			
				Transmission – Manual			
				Factory fitted aircon			
				Factory fitted radio/usb pot power charger port			
TOTAL		5					
MTHATHA	Satelite Office	<p>1</p> <p>4x4 double cab with diff locker, with engine capacity between 2.8 - 3.2 Litres</p>	<p>Canopy</p> <p>Fuel – Diesel</p> <p>Colour – Any</p> <p>Transmission – Manual</p> <p>Factory fitted aircon</p> <p>Factory fitted radio/usb pot power charger port</p>	Business/Site Visits	100% Tar	1000 - 3000	
TOTAL		1					
DURBAN	Satelite Office	<p>1</p> <p>Hatchback with 5 doors with engine capacity between 1.0 – 1.2 Litres</p>	<p>Fuel – Petrol</p> <p>Colour – Any</p> <p>Transmission – Manual</p> <p>Factory fitted aircon</p> <p>Factory fitted radio/usb pot power charger port</p>	Business/Site Visits	100% Tar	500 - 1500	
			<p>2</p> <p>4x4 double cab with diff locker, with engine capacity between 2.8 - 3.2 Litres</p>	<p>Canopy</p> <p>Fuel – Diesel</p> <p>Colour – Any</p> <p>Factory fitted aircon</p> <p>Transmission – Manual</p> <p>Factory fitted radio/usb pot power charger port</p>	Business/Site Visits	100% Tar	1000 - 3000

			Standard tow bar			
		1	4x4 double cab with diff locker, with engine capacity between 2.8 - 3.2 Litres	Canopy		
				Fuel – Diesel		
				Colour – Any		
				Transmission - Manual	Business/Site Visits	100% Tar
				Factory fitted aircon		1000 - 2000
				Factory fitted radio/usb port power charger port		
				Standard tow bar		
	TOTAL	4				
TSHWANE	Satellite Office	1	Sedan with 5 doors with Engine Capacity between 1.5 - 1.8 Litres	Fuel – Petrol		
				Colour - Any		
				Transmission – Manual	Business/Site Visits	100% Tar
				Factory fitted aircon		500 - 1000
				Transmission - Manual		
				Factory fitted radio/usb port power charger port		
	TOTAL	1				
	TOTAL	38				

5. DURATION OF THE CONTRACT

The leasing contract will be for 5 years (60) months.

6. BID EVALUATION PROCESS

The evaluation will be conducted in stages as indicated in **Table 4** below.

Table 4: Stages and areas of Assessment of Bidders' Submissions to this EOI.

Stage of Assessment	Area of Assessment	Requirements
Timeous Submissions		<ul style="list-style-type: none">• All the submissions must be received on time before the closing date and time reflected on the EOI Invitation (First page of this EOI Document).• Bids must be submitted in a sealed envelope clearly marked and bid document securely packed.
Stage 1	Responsiveness Assessment	<p>Submissions will be considered as being non-responsive if the required documentation/information has:</p> <ul style="list-style-type: none">• Not been provided or submitted partially complete;• Been altered and not initialed by the duly authorised person;• Correcting fluid used to alter some information;• Not meeting the mandatory requirements of this EOI Document;• Has not been signed by the duly authorised Bidder(s)' Representative.

6.1 Timeous Submissions

- All the bids must be submitted on or before closing time.
- Submissions must be in sealed, clearly marked envelopes.
- Late submissions will be returned unopened.

6.2 Stage 1 - Responsiveness Assessment

Bidders must submit and complete all mandatory documents listed below:

TABLE 5: MANDATORY REQUIREMENTS TO BE SUBMITTED.

No.	DESCRIPTION
1	Completed and signed Invitation to Bid (SBD 1).
2	Completed and signed Bidder's Disclosure (SBD 4).
3	Completed and signed Certificate of Authority of Signatory to be signed by all bidders. Proof of authority to sign may be submitted as a company resolution.
4	<p>Bidders to provide proof of address as confirmation of operations in one or more areas selected (Area 1 - 5).</p> <p>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. This includes demonstrating the ability to respond to emergencies and provide urgent vehicle replacements when necessary (Areas 1-5).</p>
5	<p>Bidders must submit an assurance letter from the company they are getting the vehicles from, confirming the following:</p> <ul style="list-style-type: none"> • All vehicles that will be supplied will be roadworthy, licensed, and registered • All vehicles that will be supplied will be covered under valid service and maintenance plans • All vehicles to be supplied will have a valid full comprehensive Insurance Plan • All vehicles to be supplied will be equipped with a tracking system • Provide a pre- and post-inspection device for the leased vehicles <p>The assurance letter must confirm the areas selected by the bidder, Area 1 - 5.</p> <p>Note if any of the items listed above are not included in the Assurance letter, the bidder will be deemed non-responsive and disqualified.</p>
6	Bidder must provide proof of available capital in the form of a confirmed credit line with a financial or banking institution and letters of confirmation of supplier credit applicable for hiring purposes, with a minimum of R20 000 000.00 for the duration of the contract (5 years).
7	<p>Bidder must provide proof of available capital in the form of a confirmed credit line with a financial or banking institution and letters of confirmation of supplier credit applicable for hiring purposes, as follows:</p> <p>Area 1 – A minimum of R 10 000 000.00 credit line</p> <p>Area 2 – A minimum of R 3 000 000.00 credit line</p> <p>Area 3 – A minimum of R 500 000.00 credit line</p> <p>Area 4 – A minimum of R 2 500 000.00 credit line</p> <p>Area 5 – A minimum of R 450 000.00 credit line</p> <p>If a bidder is bidding for more areas, credit line should align with the areas bidding for.</p>
8	<p>The Bidders must submit proof of leasing vehicles in a public or private institution experience in the past 7 years as per area below:</p> <p>Area 1 – A proof of 15 motor vehicles leased out</p> <p>Area 2 – A proof of 5 motor vehicles leased out</p>

	<p>Area 3 – A proof of 1 motor vehicle leased out</p> <p>Area 4 – A proof of 4 motor vehicles leased out</p> <p>Area 5 – A proof of 1 motor vehicle leased out</p> <p>If a bidder is bidding for more areas their letter must align with the requirements per area. in the Motor Vehicle Leasing business in the form of at least two (2) letters of reference from</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Table 6: Additional information required.

1	Companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B- BBEE elements) QSE with at least 51% or 100% black shareholding and EMEs with an annual turnover of R 3 million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 40% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R 3 million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover. The consortia/Joint Venture must submit a consolidated B-BBEE Certificate as well as individual B-BBEE Certificates/affidavits of their own entities to confirm the type of enterprise.
2	Completed and signed Form SBD 6.1 preference points claim form in terms of the Preferential Procurement Regulations, 2022.
3	Bidders must complete and sign the POPI Act Consent form.
4	An advanced fleet management system to monitor the leased vehicle's performance, usage, and maintenance schedules. A detailed and accurate report analytics system to track costs, efficiency, and vehicle health of all leased cars. A real-time tracking and telematics system for enhanced operational oversight must be installed in all the leased vehicles.
5	Bidders must provide technological devices that will be used daily at each site where they are awarded the bid. These devices will be used for motor vehicle pre- and post-inspections, as well as scanning of driver's licenses per trip. All devices are required for the area a bidder is awarded in (Area 1 - 5).

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

7. Final Outcomes of the Procurement Process

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

8. DISQUALIFICATION

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

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

9. COPYRIGHT

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

10. FORMAT OF BID SUBMISSIONS

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

- (a) Cover Page, reflecting the: Title of the EOI & Bid Number; and Name of the Bidder
- (b) Table of Contents.
- (c) The EOI; and
- (d) Annexures, i.e., the Returnable Documents of this document and any other supporting documents.
- (e) Bidders were requested to submit a tightly or securely packed bid document to avoid

loose papers, with index and dividers. Bidders may use binders/ arch liver files and or heavy-duty staplers to tide their bid document. Submission with loose papers may be rejected.

11 CONFIDENTIALITY AND MEDIA PROTOCOL

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

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

12 ANNEXURES

ANNEXURE A : SBD 1 INVITATION TO BID

ANNEXURE B : SBD 4 BIDDERS DISCLOSURE FORM

ANNEXURE C : BBBEE CERTIFICATE/AFFIDAVIT

ANNEXURE D : KEY PERSONNEL (CV & REGISTRATION CERTIFICATES)

ANNEXURE E : BIDDERS PREVIOUS WORK EXPERIENCE

ANNEXURE F : POPIA FORM

ANNEXURE A:
SBD 1
PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CDC/50/26	CLOSING DATE:	17 March 2026	CLOSING TIME:	12:00
DESCRIPTION	LEASING OF NEW VEHICLES FOR VARIOUS COEGA OFFICES WITH FULL SERVICE AND MAINTENANCE FOR A PERIOD OF 5 YEARS (60 MONTHS)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
1 Corner of Alcyon and Zibuko Street					
Coega SEZ, Zone 1					
Gqeberha-					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Zine Mtanda		CONTACT PERSON	N/A	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tenderscdc5026@coega.co.za		E-MAIL ADDRESS	tenderscdc5026@coega.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes <input type="checkbox"/> No			<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 B-BBEE]					

<p>(i) ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]</p>	<p>(ii) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
----------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>	

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

ANNEXURE B:**SBD 4****BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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

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

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

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

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

The specific goals allocated points in terms of this Bid	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the Bidder)
B-BBEE Status Level of Contributor 1	20	
B-BBEE Status Level of Contributor 2	18	
B-BBEE Status Level of Contributor 3	14	
B-BBEE Status Level of Contributor 4	12	
B-BBEE Status Level of Contributor 5	8	
B-BBEE Status Level of Contributor 6	6	
B-BBEE Status Level of Contributor 7	4	
B-BBEE Status Level of Contributor 8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm.....

4.2. Company registration number:

4.3. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole proprietor

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company [TICK APPLICABLE BOX]

4.4. 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 Bid, 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 Bidding 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 Bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF BIDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

ANNEXURE C

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

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

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

1. I hereby declare under Oath that:

The Enterprise is _____ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9.

(1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

The Enterprise is _____ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

The Enterprise is _____ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

Black Designated Group Owned % Breakdown as per the definition stated above:

Black Youth % = _____ %, Black Disabled % = _____ %

Black Unemployed % = _____ %

Black People living in Rural areas % = _____ %, Black Military Veterans % = _____ %

Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was between R 10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

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

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

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

Deponent Signature: _____

Date: _____

Commissioner

of Oaths

Signature &

stamp Date:

ANNEXURE D: KEY PERSONNEL (CV AND REGISTRATION CERTIFICATES)
Proposed Key Personnel for the Project

DISCIPLINE	FULL NAME AS PER THE ID CARD	CONSENT SIGNATURE OF NOMINATED KEY PERSONNEL
Contract Manager		
Administrator		
Messenger/Driver		
Document handler(s) / Warehouse assistants		

Name:

Signature:

(Nominated representative)

Date.....
NOTE: CVs must be attached.

Organisation:

ANNEXURE E : BIDDERS PREVIOUS WORK EXPERIENCE

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

ANNEXURE F: POPIA CONSENT FORM

PROTECTION OF PERSONAL INFORMATION: CONSENT

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

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

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

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

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

AGREEMENT

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
 - a) They process the information only for the express purpose for which it was obtained.
 - b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
 - c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
 - d) To provide proof of Insurance for all leased cars per arrear they are bidding for.
 - e) To provide proof of a tracker system for all the lease cars per aret they are bidding for.

- f) To provide a system and training to Fleet Management team on how their system works
- g) To provide a pre – post trip inspection system for daily use and training.
- h) To provide replacement cars at every 120 000 km/5 years which ever comes first.
- i) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
- j) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
- k) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.

2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organization.

3. Bidder's Obligations:

- a) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorized access or unlawful use of any of the CDC's personal information.
- b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
- c) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
- d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CDC.

(f) **On behalf of the Bidder:**

.....
Signature

.....
Date

.....
Position

.....
Name of the Bidder

(g) **On behalf of the Client:**

.....
Signature

.....
Date

Position Name of Client Repre