

BID SPECIFICATION FOR THE APPOINTMENT OF A PANEL OF FIVE (5) FLEET SERVICE PROVIDERS FOR THE PROVISION OF HIRED VEHICLES FOR SHORT TERM, MEDIUM TERM AND LONG-TERM RENTAL FOR A PERIOD OF 36 MONTHS.

1. PURPOSE OF THE BID

To invite a panel of five (5) fleet service providers to provide Statistics South Africa (Stats SA) with hired vehicles and related services for short term, medium term and long-term rentals to Stats SA's head office in Pretoria and all its nine (9) provincial offices for a period of 36 months.

2. DEFINITIONS AND ABBREVIATIONS

- 2.1** Bidders – Fleet service providers responding to this tender document
- 2.2** Black - Black people is a generic term which means Africans, Coloureds and Indians as per the BBBEE act 53 of 2003 refers to.
- 2.3** Categories of vehicles – All the different types of vehicles such as sedans, hatchbacks, bakkies etc.
- 2.4** Carbon emission tax – Tax imposed by government to encourage emission reduction
- 2.5** Cosmetic damages – Any damage that affects the vehicle appearance but does not impact its operational performance. It includes items like scratches, dents, paint chips and minor bumper damage
- 2.6** Excess amount for insurance – An insurance liability amount that Stats SA is liable for
- 2.7** Excess kilometers – Kilometers (km) travelled that are over and above the prescribed kilometers to be travelled
- 2.8** Inclusions and exclusions rates – Costs that are included in the daily rate and those that are not included in the daily rate
- 2.9** Long term rental – Rental of vehicles that covers the period longer than 12 months and up to three (3) years
- 2.10** Book value – The lowest value used in the vehicle rental industry and used by insurance companies
- 2.11** Medium term rental – Rental of vehicles that covers the period from a minimum of 31 days and up to 12 months
- 2.12** Joint venture outsourced service providers – Are those from whom the bidder obtains vehicles from to fulfil the contract obligation when they do not have enough vehicles
- 2.13** Self-insured vehicles – Some vehicle rental companies self-insure their vehicles without using the traditional insurance companies thus taking the risk of handling insurance claims. They reserve funds within the business operations from which they cover insurance claims. Funds which they would have paid to the traditionally used insurance companies are thus placed into a reserve fund.

2.14 Short term rental – Rental of vehicles that covers the period from a minimum of one (1) day and up to 31 days

2.15 Tourism Levy – Is a mandatory fee of 1% charged on the value of the rental in the vehicle rental industry that goes towards the tourism sector

2.16 API – Application programming interface is where two systems integrate with each other to provide the required data as requested

List of Abbreviations

API: Application programming interface

CPK: Cent per kilometer

CSD: Central supplier database

PDF: Portable document format. A file format to send documents

PPPFA: Preferential Procurement Policy Framework Act

Stats SA: Statistics South Africa

SLA: Service level agreement

VAT: Value-Added Tax

3. LEGISLATIVE FRAMEWORK OF THE BID

3.1 Tax legislation

3.1.1 Bidder(s) must be tax compliant when submitting a bid to Stats SA and remain tax compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and the Value Added Tax Act, 1991 (Act No. 89 of 1991).

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

3.1.3 The tax compliance status requirements are also applicable to foreign bidders/individuals who wish to submit bids.

3.1.4 It is a requirement that bidders, when submitting this bid, grant a written confirmation that SARS may on an ongoing basis during the tenure of the contract, disclose the bidder's tax compliance status and that by submitting this bid such confirmation is deemed to have been granted.

3.1.5 Bidders are required to be registered on the Central Supplier Database, and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.

3.1.6 Where consortiums/joint ventures/subcontractors are involved, each party must be registered on the Central Supplier Database, and their tax compliance status will be verified through the Central Supplier Database.

3.2 Transport Legislation

National Department of Transport Government Motor Transport Handbook version 1 of 2019 and Transport Management Policy of February 2025.

3.3 Technical legislation and/or standards

Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services.

4. SCOPE OF WORK

4.1 Duties of the bidders:

Bidders must adhere to the following, for vehicle hire and provide documented evidence where required when submitting their bid:

- 4.1.1** Indicate the total number, type and categories of vehicles available. **(Annexure A)**
- 4.1.2** All vehicles must be fitted with vehicle tracking devices with geo-fencing capabilities, a 24-hour monitoring service with web link, username and password as well as web API (application programming interface) link. The tracking systems must be of the latest satellite tracking system with access given to multiple users.
- 4.1.3** Management of traffic fines and reporting.
- 4.1.4** Management Information System to accurately record and report on all expenditure and other reports as and when requested.
- 4.1.5** For all accident and damage-related claims, provide three (3) assessor quotes.
- 4.1.6** Fuel cards which have the restricted facility for fuel, toll, oil and vehicle wash services only for all vehicles hired for the duration of the contract. All vehicles supplied must have a full tank of fuel when delivered or collected by an official from Stats SA. Monetary value on fuel cards for sedans should reach R5000 and bakkies vehicles should reach R10 000 per month with an option of top-ups during the month.
- 4.1.7** A comprehensive vehicle insurance must be included in the quoted rates indicating the excess amount for each category of vehicles where Stats SA will only be liable for the payment of a maximum excess fee of 5% of the vehicle book value and Stats SA will pay the actual cost for all accidents/damages below the specified 5% excess fee and that any costs above the 5% excess fee will be borne by the bidder unless it is proven that the driver was found to be negligent. Stats SA reserve the right to negotiate the excess amount
- 4.1.8** The bidder should be able to provide vehicles nationwide at its own cost. and provide a list of branches. **(Annexure B)**

- 4.1.9 Invoices to be consolidated per order number for each month.
- 4.1.10 Submissions of monthly statements in PDF and MS Excel format by the 7th of the following month.
- 4.1.11 Provision of e-tags if the petrol cards cannot load tollgate fees.
- 4.1.12 Bidders must allow for vehicles to be branded by Stats SA by way of door stickers or magnetic stickers.
- 4.1.13 All bidders must comply with the requirements stipulated in the tender specifications and the SLA.
- 4.1.14 Should the need arise, and Stats SA may want to make use of item(s) mentioned on the exclusion rate sheet apart from the daily rate, Stats SA will first approve such before it is billed. The exclusion rates will not be used during the evaluation process when calculating price points. Examples of such are but not limited to, location charge, additional driver, collection/delivery, cross boarder fee, trailer rental, refuelling charge, fine admin fee, lost key, lost card and claiming of the handling fee.
- 4.1.15 With regards to the self-insured fleet, bidders must comply with the Consumer Protection Act and disclose risks to Stats SA. Should vehicles be self-insured, Stats SA will not be held responsible for any third-party claims or public liability claims. The bidder will be held liable for any third-party claims or public liability claims.
- 4.1.16 Vehicle wash facilities available twice (2) a month, for each fleet vehicles and billed separately with proper documentation.
- 4.1.17 Bidders will respond to Audit related queries within three (3) working days as raised by the Auditor -General

5 MINIMUM REQUIREMENTS

Bidders must comply with the following minimum requirements:

- 5.1 Bidders must clearly indicate their service centres/branches. **(Annexure B)**
- 5.2 Bidders must provide details of at least one contact person or project co-ordinator who should also be able to provide the required reports and have the necessary authority to implement or act on requests within the required timeframes. **(Annexure F)**
- 5.3 Reference letters confirming at least five (5) current and previous clients that the bidder has or had contract(s) with must be provided indicating the contact's name, address, contact number, e-mail address and a short description of the contract indicating the duration of the contract. **(Annexure G)**
- 5.4 Stats SA reserves the right to contact or visit the current and previous clients the bidders have or had contracts with to ascertain information regarding the quality of services provided by the bidder.
- 5.5 Bidders must submit a full company profile. **(Annexure H)**

6 VEHICLES ON RENTAL

6.1 Vehicle types and categories

Bidder(s) must provide and indicate on the rate sheet the various types and categories of vehicles available for rental as per the attached requirements. **(Annexure C)**

6.2 Conditions and requirements of vehicles

6.2.1 Vehicles supplied by the bidder must be roadworthy and comply with the following:

- All sedans/hatchback/SUV supplied must not have travelled more than 42 000km and bakkies must not have travelled more than 70 000km.
- All vehicles supplied must not be older than two (2) years from date when the vehicle was 1st registered.
- Vehicles hired on long term (over 12 months and up to three years) must be replaced once it reaches 120 000km.
- Vehicles hired on short term (1 – 31 days) must not have more than 42 000km for sedans / 70 000 km for bakkies.
- Vehicles hired on medium term (plus 31 days and up to 12 months) must not have more than 42 000 km for sedans/ 70 000 km for bakkies.
- The licence disk must still be valid for least a period of six (6) months from date of rental.
- All vehicles supplied from date of rental must have a full-service history and the next service due must be within six (6) months to a year.
- All tyres must be in an excellent condition and roadworthy.
- All pre and post vehicle inspections must be automated, including photos and electronic sign-off. Bidders who do not have such facilities must arrange to have it within one (1) month from appointment.
- Vehicles will be allocated to the appointed bidders per category of vehicles and the availability of vehicles that the bidder indicated when vehicles are requested.

6.2.2 As a minimum requirement, all vehicles must be fitted with air-conditioning, power steering, radio, immobiliser and a vehicle tracker device.

6.3 Help desk and roadside assistance

- Bidders must provide a full range of roadside assistance in cases of emergencies like a vehicle breakdown, theft, damages, accident and hi-jacking.
- Service that must be offered during roadside assistance are but not limited to, vehicle towing, recovery, collection of stranded officials and replacement vehicles.
- Help desk and roadside assistance offered must be on 24-hour call, 7 days a week and 365 days.

6.4 Comprehensive insurance and Self-insured vehicles must cover for any unforeseen eventualities and must include the following:

- Accidents both minor and major
- Tyre/rim/hubcaps damage/loss

- Windscreen damage/chip
- Roadside service (towing) including for accidents
- Cosmetic damages
- Hail damage
- 3rd party cover of R6 million and public liability up to R20 million
- Damage costs above the 5% excess fee based on book value will be borne by the bidder unless it is proven that the driver lost cover due to negligence

6.5 Make and type of vehicles supplied must have service centres not more than 100km radius from Stats SA offices.

6.6 Billing principles

ITEM TO BE BILLED	SUPPORTING DOCUMENTS
Toll Fees	
<ul style="list-style-type: none"> • Actual toll fees incurred • Transaction / admin fees 	<ul style="list-style-type: none"> • Actual cost as per tollgate supporting document
Vehicle Wash	
<ul style="list-style-type: none"> • Actual cost incurred per vehicle • Valet cost 	<ul style="list-style-type: none"> • Actual cost with supporting documents • Valet charges must be supported by before and after colour photos of the condition
Damages/Accident	
<ul style="list-style-type: none"> • Excess fee of 5% of book value • An amount equal to the excess or the actual damage. Whichever is less • Assessor fee • Claim handling fee • Actual damage cost 	<ul style="list-style-type: none"> • Excess amount or the amount of the damage • All supporting documents must be submitted, including colour photos of the accident damage by the driver
Fuel	
<ul style="list-style-type: none"> • Actual fuel cost • Actual oil cost • Actual toll cost (if no tag) • Transaction fee • Card admin/contract fee 	<ul style="list-style-type: none"> • Actual cost as per Bank statement • Full transaction report

6.5 Make and type of vehicles supplied must have service centres not more than 100km radius from Stats SA offices.

6.6 Billing principles

ITEM TO BE BILLED	SUPPORTING DOCUMENTS
<ul style="list-style-type: none"> Refuelling actual cost (when vehicle returned not full tank) Refuelling admin fee on return on vehicles 	
Rental	
<ul style="list-style-type: none"> <u>Daily rental rate inclusive of:</u> (VAT, tracker, comprehensive insurance, contract/admin fee, tourism levy, carbon emission tax and 100km free) Excess kilometres cpk Traffic fine admin/handling fee per fine 	<ul style="list-style-type: none"> Costs as per rate sheet and actual days the vehicles used per contract Supporting documents to verify cost for excess km Rental agreement Order form
Other /Additional costs	
<ul style="list-style-type: none"> Cost for items indicated on the exclusions rate sheets 	<ul style="list-style-type: none"> As per rate sheet Items must be approved before the service is rendered

7. PRE-QUALIFICATION

Stage one: A bidder who fails to comply with mandatory requirements on Table 1 and Table 2 will be disqualified from the evaluation process.

A bidder who fails to comply with mandatory requirements on Table 1(d) below: will forfeit preference points for specific goals.

7.1 Table 1: Documents that must be submitted for pre-qualification

Document that must be submitted	Comments	Requirements:
a. SBD 1 - Invitation to Bid	Complete and duly sign the supplied SBD document	Complete in full
b. SBD 3.1 - Pricing Schedule	Complete and duly sign the supplied SBD document	Complete in full
c. SBD 4 - Declaration of Interest	Complete and duly sign the supplied SBD document	Complete in full
d. SBD 6.1 - Preference Point Claim Form	Complete and duly sign the supplied SBD document	Complete in full

e. General Conditions of Contract (GCC)	Read and initial each page	Complete in full
f. Specification	Complete and duly sign the supplied bid specification	Complete in full
g. Information session (Not compulsory)	Attendance register must be completed on the day of the compulsory information session	Complete in full
h. Registration on Central Supplier Database (CSD)	The vehicle rental companies must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered, proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number	Complete in full

7.2 Table 2: Documents to be submitted as annexures

The documents below must be submitted as annexures	As per point Number	Annexure
1. Vehicle available	4.1.1	Annexure A
2. List of branches	4.1.8	Annexure B
3. Rates sheet	6.1	Annexure C
4. Exclusions rate sheet	8.1.1	Annexure D
5. Letter from authorised financial institution on the fuel facility of R1 million available per month	8.1.1	Annexure E
6. Contact details of project coordinator	5.2	Annexure F
7. Reference letters	5.3	Annexure G
8. Company profile	5.5	Annexure H
9. Comprehensive Insurance agreement or if self-insured confirmation letter from an authorised financial institution	8.1.3	Annexure I
10. Vehicle tracker contract	8.1.3	Annexure J
11. Roadside breakdown agreement	8.1.3	Annexure K
12. Board of Resolution	11.1	Annexure L
13. Sample system generated reports as mentioned in point 8.1.2. Actual reports and not screenshots	8.1.2	Annexure M
14. Bidders must be able to commit and indicate on a formal letter at least a minimum of 50 vehicles that they will be able to provide as and when required. If the vehicles are	8.1.1	Annexure N

through a joint venture, such proof is required from the joint venture including the joint venture agreement		
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8. EVALUATION CRITERIA

8.1 The second stage of evaluation is based on functionality of the bidder

The **second-stage** evaluation is based on functionality, which will be evaluated using the following criteria and points:

Points

Technical proposal

75

8.1.1 Knowledge and experience in the vehicle rental industry

Reference letters from five (5) current and or previous clients that the bidder has or had contract(s) with in the last five (5) years or beyond that must be provided indicating contact name, address, contact number, e-mail address and a short description of the contract and indicating the duration of the contract. **(Annexure G)**

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Scoring Matrix	Points
No reference letters submitted	0
1 to 4 reference letters	5
5 reference letters	10

Bidder must indicate its **experience** in the number of years the business is in operation in the vehicle rental industry. Documented proof is required indicating years of experience based on contracts the bidder have or had with clients

Scoring Matrix	Points
0 years' experience	0
1 to 4 years' experience	5
5 years and plus experience	10

Bidders must submit the following documents as required in this bid document

Scoring Matrix	Points
No proof submitted	0
Inclusion rate sheet. (Annexure C)	5
Exclusion rate sheet (annexure D)	5
Formal letter indicating at least a minimum of 50 vehicles of any category as indicated on the rate sheet. (Annexure N)	5
Fuel facility from the authorised financial institute. (Annexure E)	4

8.1.2 Management Information System Reports for account management and control measures

Bidders must indicate their capability and provide actual system generated reports as proof in the form of sample copies of the following reports: **(Annexure M)**. No screenshots reports. If screenshots are submitted, no points will be allocated.

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Scoring Matrix	Points
Traffic fine report	2
Fuel report	2
Accident report	2
Expenditure report	2
Vehicle utilisation report	2
API report	2

8.1.3 Vehicle management

Bidders must provide the following for Insurance, tracking and helpdesk:

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Scoring Matrix	Points
Comprehensive Insurance and Self-Insured vehicles	
Proof of contract from insurance company or if self-insured letter from the bidder's Authorised Financial Institution indicating the cover that is included as per point 6.4 (Annexure I)	2
Comprehensive insurance with third party cover of R6 million and public liability of R20 million indicated on the contract. For self-insured, the bidders bank confirmation letter is required indicating these cover amounts.	2
Vehicle Tracking	
Proof of tracking contract from an authorised service provider (Annexure J)	2
Geofencing capability & 24-hour monitoring and reporting must be indicated in the contract	2
Helpdesk & roadside help	
Proof of contract from an authorised service provider (Annexure K)	2
24-hour service offered and indicated on the contract	2

NB: Bidders that score less than a total of 65 points out of 75 points for functionality will be considered as submitting a non-responsive bid and will not be considered for further evaluation.

8.2 The **third stage** is based on a physical site visit to determine the actual daily operations of the business and the actual operating site from where the bidder operates using the following criteria.

SITE VISIT

- Site visit will only be conducted to bidders who have passed stage two.
- The site visit will be conducted at the bidder’s nominated branch or head office.

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Scoring Matrix	Points
Operational staff on-site	4
A fully established physical office site with the presence of operating working tools such as landline, cellular phone, laptop, desktop, printer, office furniture, internet and connectivity	4
Inspection of available vehicles in any vehicle category as indicated on the rate sheet on-site should be granted. These vehicles should also be verified by an eNatis report as proof of bidder’s ownership. If the vehicles are through a joint venture, such proof is required from the joint venture	4

NB: Bidders must score the full 12 points on this stage. Bidders that have not scored the full 12 points will be considered as submitting a non-responsive bid and will not be considered for further evaluation.

8.3 THE FOURTH STAGE OF EVALUATION IS BASED ON PRICE AND SPECIFIC GOALS, WHICH WILL BE EVALUATED USING THE FOLLOWING CRITERIA AND POINTS:

POINTS AWARDED FOR PRICE

8.3.1 Price evaluation (90 points)

Criteria	Points
Price evaluation $P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	90

The following formula will be used to calculate the points for price:

Where:

- 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

8.3.2 POINTS AWARDED FOR SPECIFIC GOALS (10 POINTS)

The specific goals allocated points in terms of this bid	Number of points allocated (90/10 system)	Percentage ownership equity (To be completed by Tenderer)	Number of points claimed (90/10 system) (To be completed by Tenderer)
Race (black people)	5		
Women	2		
Disabled	1		
Youth (below 35 years)	2		

- a. Stats SA reserves the right to require from the bidder, either before a tender is adjudicated or any time subsequently, to substantiate any claim regarding preferences in any manner required.
- b. The following formula must be applied to calculate the number of points for equity ownership by Historical Disadvantaged Individuals (HDI):

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity Ownership by an HDI

EP = The percentage of equity ownership by an HDI Within the enterprise or business

- c. Bidders who wish to claim points in terms of the tables above, need to provide proof for each point claimed as guided below:
- i. Race: (black) – attach certified copies of Identity Documents (ID) and company registration document/ CSD report to show/substantiate ownership equity.
 - ii. Women: – attach certified copies of Identity Documents (ID) and company registration document/ CSD report to show/ substantiate percentage ownership equity.
 - iii. Disabled – attach medical certificate from a medical practitioner registered with the Health Professional Council of South Africa (HPCSA) confirming the disability.
 - iv. Youth – attach certified copies of Identity Documents (ID) and company registration document/ CSD report to show/ substantiate percentage ownership equity.

9. GENERAL CONDITIONS

The following conditions must be read in conjunction with the General Conditions of Contract (GCC).

9.1 Compliance

- 9.1.1** Bidder(s) must comply with all specifications of this bid. Where additional information is required, bidders must respond in full and attach an addendum to the bid response, clearly indicating the corresponding relevant section or paragraph they are referring to.
- 9.1.2** It is imperative that the bidder(s) indicates their compliance with all the conditions as outlined in the GCC. Failure to indicate compliance/non-compliance will result in Stats SA disqualifying the bid.
- 9.1.3** Bidders must indicate the type(s) of vehicle(s) they are bidding for from the vehicle specifications/rate sheet (**Annexure C**)
- 9.1.4** This bid shall be valid for a period of one hundred and twenty (120) days after the closing date.

10. REPORTING REQUIREMENTS

Bidders are required to provide the below listed reports within seven (7) days after month end.

- 10.1** Monthly vehicle utilisation reports.
- 10.2** Monthly vehicle accident reports.
- 10.3** Monthly traffic fines report.
- 10.4** Daily vehicle tracking reports.
- 10.5** Monthly expenditure reports.
- 10.6** Monthly Fuel reports.
- 10.7** Monthly API tracker interface consolidated report on vehicles usage and data collection areas by field workers.

11. SPECIAL CONDITIONS

- 11.1** Bidders must submit, together with their proposals, the Board Resolution confirming that the person signing the bid document is duly authorised to do so and to conclude any legal documents on behalf of the company. **(Annexure L)**
- 11.2** Upon awarding of the bid, the successful bidder(s) shall enter into a Service Level Agreement (SLA) with Stats SA. The said agreement shall be in a format prescribed by Stats SA.
- 11.3** The contract with successful bidders will commence once an appointment letter is issued. The Service Level Agreement must be concluded within 30 days by both parties.
- 11.4** Stats SA's intention is to award the contracts to service providers who have scored as per the evaluation criteria in line with PPPFA requirements.
- 11.5** All prices quoted on the rate sheet **(Annexure C)** must be in South African rands and all cents must be rounded off to the nearest rand and inclusive of VAT.
- 11.6** Bidders must provide a minimum of 100km free per day, which must be indicated on the rate sheet **(Annexure C)** which is a standard requirement in the vehicle rental industry.
- 11.7** Stats SA reserves the right to contact or visit the current and previous clients the bidder has or had contracts with, to ascertain information regarding the quality of services provided by the bidder.
- 11.8** Stats SA reserves the right to partially or fully appoint a panel of five (5) successful bidders that have passed all the stages of the evaluation criteria for the services required.
- 11.9** In the event that two or more bidders have scored equal total points, the successful bidder must be the one scoring the highest number of preference points for specific goals. Should two or more bidders be equal in all respects, the award shall be decided by drawing of lots.
- 11.10** Should the bidders designated personnel resign or become unavailable, the preferred bidder must replace him/her with a person who has the knowledge and experience in the vehicle rental industry and inform Stats SA immediately within 72 hours.
- 11.11** The successful bidder(s) will be required to provide hired vehicles upon receipt of an official order.
- 11.12** This bid is subject to Preferential Procurement Policy Framework Act (PPPFA) 2000 and Preferential Procurement Regulations (PPR), 2022, where the objective criteria will be used. A maximum of five (5) service providers will be appointed to be in the panel who have passed all the evaluation stages and the price and preference points from highest to lowest. The top five (5) bidders with the highest points scored will be appointed on this tender.
- 11.13** Stats SA reserves the right to negotiate the insurance excess fee and the daily rates to market value per category of vehicles in consultation with the successful five (5) bidders
- 11.14.** Bidder confirms that the vehicles that will be supplied will be according to the specifications as indicated in the bid document.
- 11.15.** Bidder confirms that airport/locations/depot fees and delivery/collection fees will be for the account of the bidder.

11.16 Bidders who will be submitting the bid as a joint venture (JV) should attach JV agreement.

11.17 Bidders who intend to use joint venture to execute the contract or part thereof, the bidder must remain responsible and accountable for the completion of the work or delivery of service requirements and that no agreement between the successful bidder and the joint venture will be binding to Stats SA.

12. Information session

Information session will be held as follows:

Date: 2026

Time: 10:00 AM

Venue: Microsoft Teams (Online)

NB: Bidders who do not attend a compulsory briefing session will be disqualified.

13. Submission of bids

13.1. Bidders are required to submit one (1) original plus one (1) copy, electronic copy (USB) of the bid document.

13.2. Statistics South Africa may request clarification or further information regarding any aspect of the bid.

13.3. The bidder must supply the requested information **within 48 hours** after the request has been made, otherwise the bid will be disqualified.

13.4. Bids received after the closing date and time will be disqualified.

14. Enquiries

For more information, please contact: Bid Office

Tel: 012 310 8940/6978/2114/2946 OR 012-406 3154

Email address: bidoffice@statssa.gov.za

Recommended/not recommended


Chairperson: BSC

Date: 2026/02/05

Approved / not approved


Chairperson: BAC

Supported /not supported

Date: 6-2-2026



Risenga Maluleke

Date: 11/02/2026

ANNEXURE C

VEHICLES SPECIFICATIONS

RATE SHEET

The Daily rate must be inclusive of the following:

- Rental rate
- Comprehensive insurance
- Tracker
- Value Added Tax
- Contract / Admin fee
- Tourism levy
- Carbon emission tax
- 100 km free

Rental period

- Short term rental : from 1 to 31 days
- Medium term rental : from 31 plus days to 12 months
- Long term rental : longer than 12 months

Bidders have a choice to provide rates on all or some vehicles categories as they prefer.

Stats SA reserves the right to hire all or some of the categories of vehicles that is being submitted by the successful bidder.

ITEM NO.	CATEGORIES OF TYPE OF VEHICLES REQUIRED	ENGINE CAPACITY	MANUAL		AUTOMATIC		ADDITIONAL REQUIREMENTS
			DAILY RATE	EXCESS KM RATE	DAILY RATE	EXCESS KM RATE	
1	HYBRID HATCHBACK Short term rental	1.0 - 2.0					Normal ground clearance.
2	HYBRID SUV Short term rental	1.0 - 2.5					must have the capability to be driven in urban, rural, gravel and farming areas
3	HATCHBACK Short term rental	1.0 - 2.0					Normal ground clearance.
4	SEDAN Short term rental	1.0 - 2.0					Normal ground clearance.
5	LUXURY SEDAN Short term rental	1.0 - 3.0					Normal ground clearance.
6	SMALL TO MEDIUM SUV Long term rental	1.0 - 1.8					must have the capability to be driven in urban, rural, gravel and farming areas

