



INVITATION TO SUBMIT QUOTATIONS

PROJECT NAME: MESSENGER/DRIVER

Closing date for the submission of quotations: 20 June 2025 @ 11:00

Please provide us with Quotations for **Recruitment**

| Item / Quantities | Description |
|-----------------------------------|--|
| As per the attached specification | <p>NUMBER OF PEOPLE: 01 START DATE : AS SOON AS POSSIBLE CONTRACT MONTHS: 12 MONTHS NUMBER OF CV'S TO BE SUBMITTED: 03 PER AGENCY.</p> <p>QCTO WILL CONDUCT THE INTERVIEWS.</p> <p>BELOW KINDLY FIND THE JOB DESCRIPTIONS AS REQUESTED.</p> |
| | <p>To be considered responsive, quotations must satisfy the following responsiveness criteria:</p> <ul style="list-style-type: none"> • The quotation must be properly received, on or before the closing date, meeting the time limit requirements properly and fully completed and signed; • Service providers will be expected to submit itemised quotation, with specific mention of any exclusions; • Quotations to be inclusive of VAT (for VAT registered suppliers) |
| CONTACT PERSON | <p>All enquiries regarding the quotations can be directed to: Ms Itumeleng Mpe e-mail addresses: Mpe.l@qcto.org.za</p> |

Kindly attach the following when sending in your response:

- Quotation
- Recent CSD report. (check the tax status before sending)
- Valid BBBEE certificate or Sworn Affidavit.
- Duly Completed SBD Forms
- Bank Confirmation Letter

JOB DESCRIPTION

Key functions:

The successful candidate will be responsible to provide services to people, deliver and collect documents and packages.

- a) Collect and chauffeur visitors and QCTO staff.
- b) Collect and deliver mails and documents.
- c) Maintain the vehicle and vehicle logbook.

Requirements:

- a) Grade 12 certificate.
- b) A valid driver's licence.
- c) Minimum of one (1) year driving experience.
- d) Knowledge of Gauteng Province and its roads will be an advantage.
- e) Willingness to work overtime often or as and when required.
- f) Knowledge of delivery and collection guidelines.
- g) Knowledge of document safekeeping guidelines.
- h) Knowledge of road ordinance by-law.
- i) Communication skills. Planning and prioritising.

Skills required:

- Good Communication and customer service
- Time management