

**SECTION 2.1 SPECIFICATIONS****1. INTRODUCTION / BACKGROUND**

- 1.1. Driving Licence is the official document authorising a person to drive a motor vehicle. A need has been identified to provide an opportunity for youth in Hessequa to obtain learners licence and driver's licence. Most job opportunities require a person to have a driver's licence. Costs linked to training and obtaining of driver's licence prevent youth from achieving this goal.
- 1.2. The successful service provider will be expected to be accredited to train the youth towards obtaining learners licence and driver's licence.

**2. SCOPE****2.1 Learner's License Scope**

The successful bidder will be responsible to do the following:

- 2.1.1. Provide training for approximately 30 people from different towns in Hessequa municipal area.
- 2.1.2. Provide classes for code B learner's licence.
- 2.1.3. Provide classes for code C1 learner's licence.
- 2.1.4. Provide the necessary learning material for learner's licence classes and training venue.
- 2.1.5. Applications and issuing fees for learner's licence and all related cost.
- 2.1.6. Providing photos needed for the learner's licence.

**2.2 Driver's License Scope**

- 2.2.1 Driving lessons for learners to a maximum of 12 lessons per learner towards obtaining a code B driver's licence.
- 2.2.2 Driving lessons for learners to a maximum of 12 lessons per learner towards obtaining a code C1 driver's licence.
- 2.2.3 Application and issuing of fees and for driver's licence and all related costs.
- 2.2.4 Providing photos needed for the application of the driver's licence test.
- 2.2.5 Vehicle hire and all related costs for the final driver's licence test at the traffic department.
- 2.1.6. Provide transportation (test date only) for learners from different towns to the testing centre located in Riversdale drivers licence tests from and back to Slangrivier, Heidelberg, Albertinia, Melkhoutfontein, Stillbaai and Gouritsmond.

**3. GENERAL**

- 3.1 **Compulsory clarification meeting/information session**  
YES.

- 3.2 **Delivery address**  
RIVERSDALE

- 3.3 **Contract period**  
The contract period for this project is from date of appointment until 30 June 2024.

**3.4 Terms of Payment**

Payments will be made on completion of 3 driving lessons per learner and issuing of licence testing date.

**3.5. Contract period**

Until 30 June 2024

**3.6. Conditions**

3.7. All prices must be included on the pricing schedule.

3.8. Public Liability Insurance with a minimum amount of R2.5 million.

**4. PRE-QUALIFICATION CRITERIA, SUB-CONTRACTING AND SOCIAL RESPONSIBILITY**

Bidders must provide a business profile detailing the following:

- I. Number of years providing similar services
- II. Successful completion of similar work
- III. Names and experience of instructors
- IV. List of references (business and/ or individuals) - **The contractor must submit at least three (3) references on the Form A below from clients where the contractor did similar works and references used must be for similar work done. If the contractor fails to submit the requested references with his/her tender, the tender will not be considered.**

**FORM A: NOMINATED REFERENCES FOR BIDDER - 1****Background information of Nominated Referees**

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	

**Additional Remarks/Comments:**


I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

\_\_\_\_\_  
Signature of Deponent

\_\_\_\_\_  
Date of declaration

Initials of Service Provider's Authority: .....

**FORM A: NOMINATED REFERENCES FOR BIDDER - 2****Background information of Nominated Referees**

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	

**Additional Remarks/Comments:**


I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

\_\_\_\_\_  
Signature of Deponent

\_\_\_\_\_  
Date of declaration

Initials of Service Provider's Authority: .....

**FORM A: NOMINATED REFERENCES FOR BIDDER - 3****Background information of Nominated Referees**

Referee name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Project Name:	
Project Description:	
Project Completion date:	
Project duration:	

**Additional Remarks/Comments:**


I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

\_\_\_\_\_  
Signature of Deponent

\_\_\_\_\_  
Date of declaration

Initials of Service Provider's Authority: .....

## 5. EVALUATION AND ADJUDICATION

- 5.1. The tender will be awarded on compliance with the criteria as per paragraph 6.
- 5.2. The tender will be evaluated on price and preference, where 80/10/10-point system be used.
- 5.3. It must be noted that items will be awarded separately, where and if possible.
- 5.4. The estimated quantities will be used for evaluation purposes only and must not be seen as actual quantities to be awarded.
- 5.5. Only one bidder may be appointed per category (Learner's License and Driver's Licence)

## 6. ELIGIBILITY CRITERIA

The evaluation of tenders will be done in terms of compliance with the following criteria. Tenders that do not comply with all the criteria below will not be evaluated further.

Please indicate with an "X" whether the offer complies with the requirements.

Item	Requirement	Yes	No
6.1	Instructors must be in possession of a valid driving instructors' certificate.		
6.2	Possession of Code B training and testing vehicle (proof of ownership or lease must be provided)		
6.3	Possession of code C1 training and testing vehicle (proof of ownership or lease, must be provided)		
6.4	Learners Licence training materials and suitable training venue.		

## 7. TECHNICAL REQUIREMENTS

- 7.1. The following technical requirements apply where applicable:

Please indicate with "X" whether the offer complies with the requirements:

Item	Requirements	Yes	No	Comment
7.1.1	Training required for Maximum number of 30 youth for Learner's License.			
7.2	Training required for Maximum number of 25 youth for Driver's Licence			
7.3	Code 2 Learners Licence class			
7.4	Code 3 Learner's Licence class			
7.5	Bidders should provide training venues for learner's licence lessons.			
7.6	Provide the necessary learning material for code B learners licence.			

7.7	Provide the necessary learning material for code C1 learners licence.			
7.8	Application and issuing of learner's licence and related costs			
7.9	Providing photos needed for the learner's licence test			
7.10	Code B driving lessons for the learners towards obtaining driver's licence.			
7.11	Code C1 driving lessons for the learners towards driver's licence.			
7.12	Applications and issuing of driver's licence and related costs.			
7.13	Providing photos needed for the driver's licence test.			
7.14	Providing photos needed for the driver's licence test.			
7.15	Vehicle hire for code C1 driving test.			
7.16	Report on the progress of participants to be provided monthly.			
7.17	Submit Attendance register reflecting the following information: a) Description of training b) Dates of Training c) Instructors Name in print d) Instructors signature e) Name surname and Identity number of learner f) Signature of learner next to the name to confirm attendance g) Physical address of learner h) Contact number of each learner			
7.18	The tenderers will be responsible for their own travel and accommodation costs if need be.			

## 8. INFORMATION TO BE PROVIDED BY THE BIDDER

- 8.1. Completed schedules included in tender document.
- 8.2. A valid driving instructor certificate
- 8.3. Proof of ownership or lease agreement of vehicle
- 8.4. Copy of valid licence disk of vehicles
- 8.5. Proof of public liability insurance
- 8.6. Proof of address of business

**Failure to adhere to the beforementioned may result in your tender being declared non-responsive.**

DECLARATION,

Initials of Service Provider's Authority: .....

I, THE UNDERSIGNED (NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY  
MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE: .....

NAME: .....

CAPACITY: .....DATE: .....

Initials of Service Provider's Authority: .....