



GAUTENG PROVINCE
ROADS AND TRANSPORT
REPUBLIC OF SOUTH AFRICA



TENDER NUMBER: g-Fleet RFT: 14/07/2025

PROVISION OF PROFESSIONAL FINANCIAL AND ASSET VERIFICATION SERVICES AT g-Fleet MANAGEMENT FOR A PERIOD OF THREE (3) YEARS.

TENDER DOCUMENT

SEPTEMBER 2025

ISSUED BY:

g-Fleet MANAGEMENT

DEPARTMENT OF ROADS AND TRANSPORT
PRIVATE BAG X1
BEDFORDVIEW
2008

TENDER NUMBER: g-Fleet RFT: 14/07/2025

PROVISION OF PROFESSIONAL FINANCIAL AND ASSET VERIFICATION SERVICES AT g-Fleet MANAGEMENT FOR A PERIOD OF THREE (3) YEARS.

TABLE OF CONTENT

1. Tender Notice	Divider 1
2. SBD 1 (Invitation to BID)	Divider 2
3. Terms of Reference	Divider 3
4. Price Schedule	Divider 4
5. Locations	Divider 5
6. SBD 4 (Declaration of Interest)	Divider 6
7. SBD 6.1 (Preference Points Claim)	Divider 7
8. Integrity Pact for Businesses	Divider 8



TENDER NOTICE AND INVITATION TO TENDER

g-FleeT MANAGEMENT, A TRADING ENTITY OF THE DEPARTMENT OF ROADS AND TRANSPORT REQUESTS INTERESTED TENDERERS TO BID FOR THE FOLLOWING TENDER:

TENDER NUMBER	SERVICE	COMPULSORY BRIEFING SESSION	CLOSING DATE
g-FleeT RFT: 14/07/2025	Provision of Professional Financial and Asset Verification Services at g-FleeT Management for a period of three (3) years.	<p>Venue: g-FleeT Management Department of Roads and Transport 76 Boeing Road East Bedfordview 2008</p> <p>GPS -26.167305, 28.136210</p> <p>Date: 05 December 2025</p> <p>Registration from: 09h00 am to 10h00 am</p> <p>Site briefing time from: 10am</p> <p>NB: Failure to attend the compulsory briefing session will result in disqualification of the Bidder's bid</p> <p>All times indicated are in Central African Time (CAT)</p>	<p>16 January 2026</p> <p>at g-FleeT Management Department of Roads and Transport 76 Boeing Road East Bedfordview 2008</p> <p>Tender box is located at Customer Service Centre (CSC) Building at the main entrance</p> <p>Tender box is accessible from 8am to 16h00.</p> <p>Tender box is not accessible on weekends.</p> <p>GPS -26.167305, 28.136210</p> <p>Time: 11h00 am</p>

The Gauteng Department of Roads and Transport adhere to all relevant Acts including but not limited to, the Constitution of the Republic of South Africa of 1996, the Black Economic Empowerment Act No.53 of 2003, Preferential Procurement Policy Framework Act No.5 of 2000, Employment Equity Act No. 55 of 1998 and the Public Finance Management Act No 1 of 1999.

In terms of Preferential Procurement Regulation of 2022, the Department will be applying the 80/20 preference point system.

COMPULSORY/MANDATORY TENDER REQUIREMENTS:

Failure to submit the following required documents/certificates will render the bidders tender non-responsive:

- Complete, sign and submit all compulsory SBD documents, i.e. SBD 1, SBD 4 and SBD 6.1 which form part of the tender document.
- Bidders must attend the **compulsory site briefing** as indicated above. The attendance register must be completed and will be used as proof of your attendance.
- Copy of Joint Venture agreement or Consortium agreement where applicable.
- Valid proof of registration with a professional body e.g. CA (SA), ACCA or SAIPA for the **Project Leader** on NQF Level 8.
- Provide a minimum of 3 contactable completion letters on bidder's clients' letterhead on completed projects relating to asset verification/ accounting support services **for the company**. (Letter to clearly indicate description and duration of the project).

OTHER KEY RETURNABLES:

Note: Failure to submit/comply does not constitute disqualification, documents will be requested before contract award.

- Valid Tax Compliant certificate and / or Tax registration pin code (A trust, consortium or joint venture must submit consolidated Tax Compliant certificate or tax compliant Certificates of each partner in the trust, consortium or joint venture) at the point of awarding, failure to submit will result in disqualifications of the bidder.
- Registration Documents of the business with the Companies and Intellectual Property Commission (CIPC) OR Master of the High Court in South Africa.
- Central Supplier Database (CSD) registration summary report
- Certified ID Copies of company directors or members and shareholders (NB: the date of certification must be less than 6 months from the date of the bid closure
- Submit comprehensive Company Profile

FUNCTIONALITY EVALUATION:

- Functionality will be scored out of **100 points** and the **minimum threshold to qualify is 70 points**. Bidders who fail to meet the minimum threshold will not be considered for further evaluation.
- Bidders who fail to submit the required documents listed below will not be awarded points.
- All certificates submitted must be certified within six (6) months prior to the bid closing date.

FUNCTIONALITY CRITERIA

COMPANY PROFILE AND KEY PERSONNEL (70 POINTS)	TECHNICAL ABILITY OF THE BIDDER (30 POINTS)
<p>1. <u>Experience and qualifications</u></p> <p>1.1 <u>Company</u> - [15 Points]</p> <p>Number of years in Public Sector Consulting industry</p> <ul style="list-style-type: none"> ➤ From 0–1-year public sector experience = 0 points ➤ From 2-4 years public sector experience = 5 points ➤ From 5-10 years public sector experience = 10 points ➤ More than 10 years' experience = 15 points <p>Company profile listing projects implemented including duration of each project relating to accounting support services (stipulate contact name and telephone number for reference check).</p>	<p>2. <u>Scope Coverage/ Methodology/ Approach</u> - [30 points]</p> <p>2.1 Verification plan demonstrating the understanding of the requirements - 10 points</p> <ul style="list-style-type: none"> ➤ Staff planning indicating work allocation, ➤ Timing of the verification, ➤ Detailed locations planning; and ➤ Any assumptions made on the project. <p>All 4 above = 10; Less than 4 above = 0</p> <p>2.2 Methodology that covers procedures to ensure that all vehicles in the asset registers physically exist and that all vehicles that physically exist are correctly included in one of the following asset registers – 15 points</p> <ul style="list-style-type: none"> ➤ inventory, ➤ motor vehicles and ➤ finance leases <p>All 3 above = 10; Less than 3 above = 0</p>

1.2 Key Personnel

1.2.1. Project Leader- NQF Level 8 (CA/ACCA or SAIPA) – consulting x 1 (One) person - **[10 Points]**

- Less than 5 years' experience = **5 points**
- 5-9 years' experience = **8 points**
- 10 years and more experience = **10 points**

The experience must be related to accounting support services.

Attach a CV and proof of professional qualification

1.2.2. NQF Level 7 (Accounting) – Manager x 1 (One) person **[5 Points]**

- Less than 5 years' experience = **1 points**
- 5-6 years' experience = **3 points**
- 7 years and more experience = **5 points**

The experience must be related to accounting support services.

Attach a CV and copies of qualifications.

1.2.3. A minimum of 4 (Four) Consultants with a diploma in accounting (NQF level 6) or Higher. Attach CV's and copies of qualification. 5 points per person - **[20 Points]**

- Less than 3 years' experience = **1 points**
- 4-6 years' experience = **3 points**
- 7 years and more experience = **5 points**

The experience must be related to accounting support services.

Attach CV's and copies of qualifications.

1.2.4. Asset Verifiers with a minimum of matric X 4 (Four) – 5 points per person - **[20 Points]**

- Unemployed Youth from township/informal settlement/hostels - **20 points**

Attach CV, copy of matric certificate and proof of residence. (Do not need to be already on the payroll of the company but there must be a commitment to do so)

2.3 Clear method on dealing with discrepancies emanating from verification - **5 points**



PRICE AND PREFERENCE POINT SYSTEM EVALUATION:

In terms of Preferential Procurement Regulation of 2022, the department will be applying the 80/20 preference point system, which is applicable to bids with a Rand value equal to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes included), shall be applied, where a maximum of 80 points will be allocated for price and maximum of 20 will be allocated for the Specific Goals specified in this tender.

AREA POINTS	POINTS (80/20)
Price	80
Preference Point – Specific Goals	20
Total points for Price and Preference Points	100

Specific Goals Requirements:

Table 1: Specific Goals for the tender and points claimed are indicated per the table below:

(Note to organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tendered: The tenderer must indicate how they claim points for each preference point system)

SPECIFIC GOALS	PROOF OF EVIDENCE	POINTS (20)
HDI	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit with at least 51% black ownership to claim points.	1
Women	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit with at least 51% owned by women to claim points.	7
Youth	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit with at least 51% owned by youth to claim points.	5
Disability	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit with at least 51% owned by people with disability to claim points.	5



Bidder must be located within Gauteng Province	The bidder must submit a copy of a municipal rates & taxes invoice or statement not older than three (3) months in the name of the Bidder or proof of lease agreement in the name of the Lessee signed by both parties.	2
--	---	---

Guidance on valid B-BBEE Certificates and/or valid Sworn Affidavits to substantiate preference points claims.

- Valid B-BBEE Certificate issued by a SANAS accredited agency.
- Bidders qualifying as EME/QSE can submit a valid Sworn Affidavit (DTIC) or B-BBEE Certificate issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the DTIC, which serves as an Affidavit.
- Any Consortium or JV must submit a valid consolidated B-BBEE Certificate issued by a SANAS accredited agency. No sworn affidavit will be accepted for a Consortium or JV.
- The Department is requesting the B-BBEE credentials in order to validate and evaluate the points claimed by the Bidder based on the Specific Goals outlined in this tender document and the SBD 6.1.

NB: The submission of a fraudulent B-BBEE certificate will result in the bidder being disqualified and criminal proceedings being instituted against the bidder. The bidder, the shareholders and / or directors will further be restricted from doing business with any organ of the state for a maximum period of 10 years.

Bidders should note the following:

- Functionality will be scored out of 100 points.
- Potential suppliers must note that in terms of Departmental policy, the Department reserves the right to cancel a contract and blacklist any supplier for a period of at least 12 months if the supplier fails to adequately perform in terms of the awarded contract.
- The bid validity period is **120 days (excluding public holidays)** However, the Department reserves the right to request all bidders to extend such validity period should the need arise.
- The successful bidder will be required to enter into a formal contract with the Department. Such contract will be governed in terms of the General Conditions of Contract dated 2015.
- The Department will not compensate the bidder for any costs incurred in the preparation and submission of a bid offer, including the costs of any testing necessary to demonstrate that aspect of the offer complies with requirements.
- Tenderers who are listed in the National Treasury's register of defaulters and restricted suppliers will be disqualified.

NB: Potential suppliers must note that in terms of departmental policy, the Department reserves the right to cancel and blacklist any supplier for a period of at least 12 months if the supplier fails to adequately perform in terms of the awarded contract.

Correspondence

- For the availability of the bid document and technical specification enquiries contact the following e-mail: gfleetscm@gauteng.gov.za
- Closing date for enquiries:
- Bidders expect responses within 7 days of this closing date.
- Bidders must regularly check e-tender portal for publication of responses and other communication.

OR Alternatively

Prospective bidders can download and print their own version of the tender document by accessing the eTender Publication Portal website (www.etenders.gov.za). Bidders are advised to ensure that all tender documents are properly bound upon submission on the closing date. Late bids (bids submitted after the closing date and time) will NOT be accepted.

Bid Submission

Electronic submission of bids will **NOT** be accepted.

Telegraphic, telephone, telex, facsimile, emails of bids and late bids will **NOT** be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid documents.

The Department reserves the right to cancel **OR** not to award this tender to any party.

Clearly numbered Bid Documents together with all applicable attachments must be deposited in the tender box at the Customer Service Centre (CSC), at 76 Boeing Road East, Bedfordview, by no later than 11h00 on the closing date indicated above.



TENDER NUMBER: g-FleeT RFT: 14/07/2025

PROVISION OF PROFESSIONAL FINANCIAL AND ASSET VERIFICATION SERVICES AT g-Fleet MANAGEMENT FOR A PERIOD OF THREE (3) YEARS.

SBD 1

INVITATION TO BID



SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)						
BID NUMBER:	g-Fleet RFT: 14/07/2025		CLOSING DATE:	16 January 2026	CLOSING TIME:	11:00
DESCRIPTION	PROVISION OF PROFESSIONAL FINANCIAL AND ASSET VERIFICATION SERVICES AT g-Fleet MANAGEMENT FOR A PERIOD OF THREE (3) YEARS.					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)						
76 Being Road East, Bedfordview, Germiston						
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	MR. THULANI MKWANAZI		CONTACT PERSON			
TELEPHONE NUMBER	011 372 8641		TELEPHONE NUMBER			
FACSIMILE NUMBER			FACSIMILE NUMBER			
E-MAIL ADDRESS	gfleetscm@gauteng.gov.za		E-MAIL ADDRESS			
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	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
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			
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.						

PART B TERMS AND CONDITIONS FOR BIDDING

<p>1. BID SUBMISSION:</p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>	<p>2. TAX COMPLIANCE REQUIREMENTS</p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>
---	--

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:

.....



TENDER NUMBER: g-FleeT RFT: 14/07/2025

PROVISION OF PROFESSIONAL FINANCIAL AND ASSET VERIFICATION SERVICES AT g-Fleet MANAGEMENT FOR A PERIOD OF THREE (3) YEARS.

TERMS OF REFERENCE



APPOINTMENT OF A SUITABLE CONSULTANT TO RENDER PROFESSIONAL FINANCIAL AND ASSET MANAGEMENT SERVICES TO g-Fleet MANAGEMENT FOR A PERIOD OF THREE (3) YEARS

TERMS OF REFERENCE

1. PURPOSE

To provide professional accounting and asset management support services to g-Fleet Management to assist resolve several challenges that the entity is facing relating to preparation of valid, accurate and complete financial statements in relation leases and asset and inventory management. The appointed service provider will also be required to provide additional support services in addressing past and current audit findings.

2. BACKGROUND

- 2.1 g-Fleet is a trading Entity of the Gauteng Department of Roads and Transport mandated to provide fleet and fleet management services to the government.
- 2.2 The recent external audit outcomes undertaken by the Office of the Auditor-General has revealed serious shortcomings within the asset internal control environment of the entity. These legacy weaknesses have resulted in the entity receiving negative audit outcomes over the past 2 financial years.
- 2.3 The entity's main challenges reside within the area of accounting for lease arrangements, asset management and inventory management which form a major portion entity's Statement of Financial Position. These challenges stem from the operations of the entity wherein the entity operates under an outdated fleet management system which is not integrated with the financial system of the entity.

3 PROJECT SCOPE

The specifications listed below are in terms of the overall professional services required and have been specifically detailed to address the challenges experienced by the Entity.

3.1. ASSET REGISTER MANAGEMENT

- Physical verification of +/-6500 vehicles in 2025/26
- Vehicle verification for 2026/27 and 2027/28 financial year using physical verification and alternative methods where required.
- Perform reconciliation for existing assets and trace unreconcilable items.
- Ensure correct valuation of all assets in the asset registers inclusive of impairment testing.
- Propose and document the best possible method of verifying our assets (motor vehicles) using available information/data other than just the physical method.

3.2. PROFESSIONAL FINANCIAL SERVICES

3.2.1. LEASE CLASSIFICATION MANAGEMENT

- Correct classification of assets in terms of finance or operating lease,
- Developing/Preparation of lease schedules that support the financial statements.
- Developing lease classification policies and related standard operating procedures ensuring alignment to principles of good governance and accounting standards.

3.2.2. INVENTORY REGISTER MANAGEMENT

- Ensure correct valuation of all inventories in the inventory registers inclusive of impairment testing.
- Developing inventory policies and related standard operating procedures ensuring alignment to principles of good governance and accounting standards.

3.2.3. FINANCIAL STATEMENTS

- Developing monthly, quarterly and annual reporting schedules to supporting financial statement preparation.
- Review of the Annual Financial Statements including the supporting schedules.

3.2.4. ADDITIONAL NEEDS

- Perform data analysis and data interrogation through a data analytical tool on critical financial information to identify and resolve all discrepancies.
- Ensure correct valuation of leasehold improvements and furniture and fittings
- The period of this appointment must not extend beyond 3 years from the date of appointment.
- The overall team leader for the project must prepare and submit weekly and monthly progress reports to management.
- Submission of the project close-out report at the end of the project.
- Updating of finance policies and related standard operating procedures and design templates ensuring alignment to principles of good governance and accounting standards.

4. TIMEFRAMES AND PERSONNEL REQUIRED

4.1. ESTIMATED DURATION OF APPOINTMENT:

- Commencement date of 09 March 2026.
- Estimated end date of 09 March 2029.

4.2 TECHNICAL KNOWLEDGE:

In order for the consulting agent to successfully carry out the requirements of these terms of reference, they must have the following attributes:

- Knowledge and understanding of PFMA and related Treasury regulations
- Proof of qualifications of the dedicated consultants, e.g. BCom/Btech /Advanced diploma in accounting, CA(SA)/ ACCA/ SAIPA.
- In depth Knowledge of GRAP regarding disclosure requirements in the Annual Financial Statements
- Presentation skills and ability to respond to technical accounting questions



TENDER NUMBER: g-FleeT RFT: 14/07/2025

PROVISION OF PROFESSIONAL FINANCIAL AND ASSET VERIFICATION SERVICES AT g-FleeT MANAGEMENT FOR A PERIOD OF THREE (3) YEARS.

PRICING SCHEDULE



**NAME OF TENDERING
ENTITY**.....

ADDRESS.....

TEL NO.....

E-MAIL.....

Summary of Pricing

ITEM			TOTAL (R)
ASSET VERIFICATION SERVICES (Refer to 3.1 of Terms of Reference)			
PHYSICAL ASSET VERIFICATION • 2025/26 financial year-end Physically verify all entity vehicles estimated at +/- 6500. Verification must be completed in 4 months. (Price quoted must include all travelling expenses)			
ASSET VERIFICATION USING ALTERNATIVE PROCEDURES • 2026/27 financial year-end • 2027/28 financial year-end Perform asset verification using alternative procedures for all entity vehicles at the end of each financial year (2026/27 and 2027/28). (Price quoted must include all travelling expenses)			
SUB-TOTAL (A)			R
PROFESSIONAL FINANCIAL SERVICES (Refer to 3.2 of Terms of Reference)	Estimated hours over a period of 3 years.	HOURLY RATE (R)	TOTAL (R)
<u>NQF Level 8 (CA/ACCA or SAIPA) – Project Leader</u>	100 hours		
<u>NQF Level 7 (Accounting) – Manager</u>	300 hours		
<u>NQF Level 6/7 (Accounting) – Consultants</u>	500 hours		
SUB-TOTAL (B)			R.....
GRAND TOTAL (SUB-TOTAL A+B)			R.....



Only hourly rates to be provided for Professional Services as specific deliverables will be given as and when required

Full cost of the Asset Verification projects (4 months physical verification and subsequent asset verifications for annual reporting or as and when required using alternative methods) must be provided.



TENDER NUMBER: g-Fleet RFT: 14/07/2025

PROVISION OF PROFESSIONAL FINANCIAL AND ASSET VERIFICATION SERVICES AT g-Fleet MANAGEMENT FOR A PERIOD OF THREE (3) YEARS.

VEHICLE LOCATIONS

The following are the locations and approximate number of vehicles per province:

Vehicle locations <i>Approximate number of vehicles per province</i>	
Gauteng (5835) <ul style="list-style-type: none"> • North (3618) • East (1261) • West (542) • South (414) 	Eastern Cape (103) <ul style="list-style-type: none"> • North (16) • East (15) • West (28) • South (44)
KwaZulu-Natal (153) <ul style="list-style-type: none"> • North (140) • East (1) • West (6) • South (6) 	Western Cape (44) <ul style="list-style-type: none"> • North (3) • East (4) • West (37) • South (1)
Northern Cape (48) <ul style="list-style-type: none"> • North (7) • East (7) • West (33) • South (1) 	Free State (90) <ul style="list-style-type: none"> • North (13) • East (71) • West (0) • South (6)
Limpopo (54) <ul style="list-style-type: none"> • North (42) • East (5) • West (1) • South (6) 	Mpumalanga (67) <ul style="list-style-type: none"> • North (41) • East (22) • West (3) • South (1)
North- West (110) <ul style="list-style-type: none"> • North (11) • East (59) • West (37) • South (3) 	

****approximately 2000 vehicles will be in g-Fleet office locations in Gauteng, EC, CPT and DBN**

***** Approximately 300 vehicles are at various merchants in various locations**



TENDER NUMBER: g-Fleet RFT: 14/07/2025

PROVISION OF PROFESSIONAL FINANCIAL AND ASSET VERIFICATION SERVICES AT g-Fleet MANAGEMENT FOR A PERIOD OF THREE (3) YEARS.

SBD 4

(Declaration of Interest)

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

- 1.2 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:

.....
.....

¹ the power, by one person or a group of persons holding the majority 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.



- 2.3 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.
- 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.

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.



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 PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN
MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



TENDER NUMBER: g-Fleet RFT: 14/07/2025

PROVISION OF PROFESSIONAL FINANCIAL AND ASSET VERIFICATION SERVICES AT g-Fleet MANAGEMENT FOR A PERIOD OF THREE (3) YEARS.

SBD 6.1

(Preference Points)



PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10	
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$			

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender



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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	1	
Gender	7	
People with Disability	5	
Youth	5	
Township (RDP)	2	

Returnable documents to claim points	Please tick below for the attached document
B-BBEE Certificate	
Sworn Affidavit (EME or QSE)	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]



- 4.6. 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 tender, 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 tendering 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 tenderer 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 TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....
.....
.....
.....



GAUTENG PROVINCE
ROADS AND TRANSPORT
REPUBLIC OF SOUTH AFRICA



GAUTENG ETHICS & ANTI CORRUPTION

INTEGRITY PACT FOR BUSINESSES

FIGHTING CORRUPTION, PROMOTING INTEGRITY

1. INTRODUCTION

This agreement is part of the tender document, which shall be signed and submitted along with the tender document. The Chief Executive Officer of the bidding company or his/her authorised representative shall sign the integrity pact. If the winning bidder has not signed this integrity pact during the submission of the bid, the tender/proposal shall be disqualified.

2. OBJECTIVES

Now, therefore, the Gauteng Provincial Government and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as an integrity pact, to avoid all forms of corruption by following a system that is fair, transparent, and free from any influence/unprejudiced dealings before, during and after the currency of the contract to be entered, with a view to:

- 2.1 Enable the Gauteng Provincial Government to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
- 2.2 Enable bidders to abstain from bribing or any corrupt practice to secure the contract by assuring them that their competitors will refrain from bribing and other corrupt practices and the Gauteng Provincial Government will commit to preventing corruption, in any form by their officials by following transparent procedures.

3. GOVERNANCE

- 3.1 The integrity pact seeks to ensure that both parties comply with all applicable provincial, national, continental, and international laws and regulations regarding fair competition and anti-corruption.

4. ENVIRONMENT

- 4.1 The integrity pact requires that both parties comply with all applicable environmental, health, and safety regulations.

5. PROTECTION OF INFORMATION

- 5.1 The integrity pact seeks to ensure that both parties undertake to protect the confidentiality of information. Each party, when given access to confidential information as part of the business relationship should not share this information with anyone unless authorised.

6. REPUTATION

- 6.1 The Gauteng Provincial Government wants to work with bidders who are proud of their reputation for fair dealing and quality delivery.
- 6.2 The Gauteng Provincial Government wants to ensure that working with government is reputation enhancing for the supplier.
- 6.3 The Gauteng Provincial Government expects bidders/suppliers to be protective of government's reputation, and ensure that neither they, nor any of their partners or subcontractors, bring government to disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in government.
- 6.4 The Gauteng Provincial Government further requires its bidders/suppliers to always adhere to ethical conduct even outside their contractual obligation with the Gauteng Provincial Government.



7. VALUES OF THE GAUTENG PROVINCIAL GOVERNMENT

7.1 The value system of the Gauteng City Region is shown below:

GAUTENG CITY REGION VALUES SYSTEM	
CORE VALUES	ETHICAL VALUES
Patriotism Purposefulness Team focused Integrity Accountability Passionate Activism	Integrity Accountability Dignity Transparency Respect Honesty

7.2 The Gauteng Provincial Government commits to ensure that the values system is embedded into the day-to-day operations of its institutions.

8. COMMITMENTS OF THE GAUTENG PROVINCIAL GOVERNMENT

The Gauteng Provincial Government commits itself to the following:

8.1 The GPG commits that its officials will at all times conduct themselves in accordance with Treasury Regulations 16A.8³, copy of which is attached marked Annexure A, and that:

8.1.1 The GPG is committed to doing business with integrity and proper regard for ethical business practices.

8.1.2 The GPG hereby undertakes that no official of the GPG, connected directly or indirectly with the contract will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour, or any material or immaterial benefit or any other advantage from the bidder, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

8.1.3 The GPG further confirms that its officials have not favoured any prospective bidder in any form that could afford an undue advantage to that bidder during the tendering stage and will further treat all bidders alike.

8.1.4 The GPG will during the tender process treat all Bidder(s) with equity.

8.1.5 All officials of the GPG shall report any attempted or completed violation of clauses to the following details:

³ Government Notice No. R. 225 of 2005 published under Government Gazette No. 27388 of 15 March 2005, as amended

	Gauteng Ethics Hotline	National Anti-Corruption Hotline
Toll-free number	080 1111 633	0800 701 701
SMS call-back	49017	N/A
E-mail	gpethics@behonest.co.za	nach@psc.gov.za
Fax	086 726 1681	0800 204 965
Website	www.thehotline.co.za	www.publicservicecorruptionhotline.org.za
Post	Chief Directorate: Integrity Management Private Bag X61 Marshalltown 2001	Public Service Commission Private X121 Pretoria 0001
Walk-in	Office of the Premier 55 Marshall Street Marshalltown Johannesburg 2001	Gauteng Provincial Office Public Service Commission Schreiner Chambers 6 th Floor 94 Pritchard Street Johannesburg

8.1.6 Following the report on the violation of the above clauses by the official(s), through any source, the GPG shall investigate allegations of such violations against the official or other role players and when justified:

- Take steps against such official and other role players (necessary disciplinary proceedings, and/or any other action as deemed fit, bar such officials from further dealings related to the contract process). In such a case, while an enquiry is being conducted by the Gauteng Provincial Government the proceedings under the contract would not be stalled.
- Inform the relevant Treasury of steps taken in 8.1.5(a) against such officials; and
- Report any conduct by such official and other role players that may constitute an offence to the South African Police Service.

9. COMMITMENTS OF THE BIDDERS

The bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his/her bid or during any pre-contract or post contract stage to secure the contract or in furtherance to secure it and commits himself/herself to the following:

- 9.1 The bidder is committed to doing business with integrity and proper regard for ethical business practices.
- 9.2 The bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to any official of the Gauteng Provincial Government, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 9.3 The bidder further undertakes that he/she has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to an official of the Gauteng Provincial Government or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Gauteng Provincial Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Gauteng Provincial Government.
- 9.4 The bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 9.5 The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 9.6 The Bidder(s)/Contractor(s) will, when presenting his / her bid, disclose any and all payments he /she has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- 9.7 In case of sub-contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub-Contractor.
- 9.8 The bidder shall report any attempted or completed violation of clauses 9.1 to 9.7 including any alleged unethical conduct to the Gauteng Ethics Hotline (details are provided at clause 8.1.4).
- 9.9 The bidder (or anyone acting on its behalf) warrants that:
 - 9.9.1 It has not been convicted by a court of law for fraud and/or corruption with respect to the procurement/tendering processes; and/or
 - 9.9.2 It has not been convicted by a court of law for theft or extortion; and/or

- 9.9.3 It is not listed on the National Treasury's database of Restricted Suppliers or Register of Tender Defaulters.

10. SANCTIONS FOR VIOLATION

- 10.1 The breach of any aforesaid provisions or providing false information by employers, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws.
- 10.2 The breach of the Pact or providing false information by the Bidder, or any one employed by him, or acting on his behalf (whether without the knowledge of the Bidder), or acting on his/her behalf, shall be dealt with as per the provisions of the Prevention and Combating of Corrupt Activities Act (12 of 2004).
- 10.3 The Gauteng Provincial Government shall also take all or any one of the following actions, wherever required:
- To immediately call off the pre-contract negotiations without giving any compensation to the bidder. However, the proceedings with the other bidder(s) would continue.
 - To immediately cancel the contract, if already awarded/signed, without giving any compensation to the bidder.
 - To recover all sums already paid by the Gauteng Provincial Government.
 - To cancel all or any other contracts with the bidders and GPG shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value.
 - To submit the details of the bidder to the National Treasury to register on the database for tender defaulters.

11. CONFLICT OF INTEREST

- 11.1 A conflict of interest involves a conflict between the public duty and private interest (for favor or vengeance) of a public official, in which the public official has private interest which could improperly influence the performance of their official duties and responsibilities. Conflicts of interest would arise in a situation when any concerned members of both parties are related either directly or indirectly, or has any association or had any confrontation. Thus, conflict of interest of any tender committee must be declared in a prescribed form.
- 11.2 The bidder shall not lend or borrow any money from or enter any monetary dealings or transactions, directly or indirectly, with any member of the tender committee or officials of the Gauteng Provincial Government, and if he/she does so, the Gauteng Provincial Government shall be entitled forthwith to rescind the contract and all other contracts with the bidder.

12. LEGAL ACTIONS

- 12.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.



13. VALIDITY

- 13.1 The validity of this Integrity Pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the Gauteng Provincial Government and the bidder (service provider).
- 13.2 Should one or several provisions of the Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

GPG INTEGRITY PACT FOR BUSINESSES

BIDDER/SUPPLIER/SERVICE PROVIDER	
Signature of the CEO	
Full name of the CEO	
Tender number	
Date	