

## TENDER DATA

1.	The Employer is: Dr JS Moroka Local Municipality Private Bag X4012 Siyabuswa 0472				
2.	<b>Tender Documents</b>  <b>Tendering Procedures</b> Tender notice and invitation to tender Tender data  <b>Returnable Documents</b> List of Returnable Documents  <b>The Contract</b> <b>Agreements and Contract data</b> Forms of Offer and Acceptance Contract Data  <b>Pricing Data</b> Pricing Instruction Bill of Quantities  <b>Terms of Reference</b> Terms of Reference  <b>Additional Relevant Documents</b> Supply Chain Management Policy				
3.	<b>Interpretation</b>  The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.				
4	<b>Communication.</b>  The Employer's Representative is; <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <u><b>Accounting Officer:</b></u>  <b>MM Mathebela</b>                              Private Bag X4012                              Siyabuswa                              0472                              Tel : 013 973 1101                         </td><td style="padding: 5px;"> <u><b>Procurement Eng.</b></u>  <b>SK Mahlangu</b>                              Private Bag X4012                              Siyabuswa                              0472                              Tel : 013 973 1101                         </td><td style="padding: 5px;"> <u><b>Technical Enquiries.</b></u>  <b>F Mashele</b>                              Private Bag X 4012                              Siyabuswa                              0472                              Tel : 013 973 1101                         </td></tr> </table>		<u><b>Accounting Officer:</b></u> <b>MM Mathebela</b> Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101	<u><b>Procurement Eng.</b></u> <b>SK Mahlangu</b> Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101	<u><b>Technical Enquiries.</b></u> <b>F Mashele</b> Private Bag X 4012 Siyabuswa 0472 Tel : 013 973 1101
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4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.				

5	<p><b>Eligibility</b></p> <p>Tenderers must meet or employ staff that meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Must have an office specialising with fuel management or an agreement with one of companies specialising in fuel management of vehicles.</li> <li>• Employing qualified staff with experience, appropriate certificates for work force used, i.e. academic qualifications in business management, fleet management/transport logistics certificates and have previous experience.</li> <li>• Meet the requirements of the evaluation criteria as set on 21.2 below.</li> </ul>
6	<p><b>The Employer's right to accept or reject any tender offer</b></p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed fully reserved by the Dr JS Moroka Local Municipality.</p>
7	<p><b>Tenderer Obligations</b></p> <p>7.1 The Council retains the right to call for any additional information that it may deem necessary</p> <p>7.2 If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks, and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:</p> <ol style="list-style-type: none"> <li>1. Control</li> <li>2. Management</li> <li>3. Operations</li> <li>4. Risk</li> <li>5. Profit and Loss</li> </ol> <p>7.3 If a Tenderer, or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.</p> <p>7.4 At the request of the Municipal Manager or her/his authorised representative from furnishing her/his with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,</p>
8	<p><b>Professional Indemnity Insurance</b></p> <p>The employer shall not award a contract to any tenderer that does not hold valid Professional Indemnity Insurance of R1 000 000.00.</p>
9	<p><b>Compensation of tendering</b></p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>
10	<p><b>Check documents</b></p>

	The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
11	<p><b>Confidentiality and Copyright of Documents.</b></p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p>
12	<p><b>Clarification Meeting</b></p> <p>Compulsory clarification meeting will not be held, non-compulsory inspections can be arranged with the end-user department per appointment and based on their availability.</p>
13	<p><b>Submitting tender offer:</b></p>
13.1	<p>No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p><b>Submitting tender offer:</b></p>
13.2	<p>Return all the returnable documents to the employer after completing them.</p> <p>No Tender document will be considered unless submitted on Council's Official Tender Document</p>
13.3	<p><b>Tenders must be deposited in the tender box clearly marked:</b> CONTRACT NO: JSM FIEET:01/22-23: - APPOINTMENT OF SERVICE PROVIDER FOR FUEL MANAGEMENT, OIL AND TOLL GATES, FOR MUNICIPAL VEHICLES, PLANT MACHINERIES, TRUCKS AND EQUIPMENTS FOR DR JS MOROKA LOCAL MUNICIPALITY FOR THE PERIOD OF THIRTY-SIX [36] MONTHS</p> <p><b>Location of tender Box:</b> Main Entrance Reception <b>Physical Address:</b> DR JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa 0472.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered Return all the returnable documents to the employer after completing them.</p>
13.4	<p>All tender received by the DR JS Moroka Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p> <p><b>Tenders must be deposited in the tender box clearly marked:</b> CONTRACT NO: JSM FLEET 01/22-23: - APPOINTMENT OF SERVICE PROVIDER FOR FUEL MANAGEMENT, OIL AND TOLL GATES, FOR MUNICIPAL VEHICLES, PLANT MACHINERIES, TRUCKS AND EQUIPMENTS FOR DR JS MOROKA LOCAL MUNICIPALITY FOR THE PERIOD OF THIRTY-SIX [36] MONTHS</p> <p><b>Location of tender Box:</b> Main Entrance Reception <b>Physical Address:</b> DR JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa 0472.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.</p>
13.5	<p>Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.</p> <p>All tender received by the DR JS Moroka Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p>
14	<p><b>Closing Time:</b></p> <p>Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders</p>

	<p>will be considered</p> <p>After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the DRJSMLM.</p> <p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: <b>11:00</b>  Closing Date: <b>13 September 2022</b>  Location: Dr JS Moroka Local Municipality  2601/3 Bongimfundo Street  Siyabuswa  0472</p>
15	<p><b>Pricing the Tender</b></p> <p>State the rates and prices in Rand/s</p>
16	<p><b>Alterations to the Tender Documents.</b></p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document</p>
17	<p><b>Alternative tender offer.</b></p> <p>No alternative tender offers will be considered or accepted</p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p> <p><b>Alterations to the Tender Documents.</b></p> <p><b>No</b> alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document</p> <p><b>Pricing the tender</b></p> <p>State the rates and prices in Rand</p>
18	<p><b>Tender Offer Validity</b></p> <p>The Tender offer validity period is 90 days from the closing date.</p> <p><b>Alternative tender offer.</b></p> <p>No alternative tender offers will be considered or accepted</p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p> <p><b>Alterations to the Tender Documents.</b></p>

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19	<p><b>Tender clarification after submission</b></p> <p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p> <p><b>Tender Offer Validity</b></p> <p>The Tender offer validity period is 90 days from the closing date.</p> <p><b>Alternative tender offer.</b></p> <p>No alternative tender offers will be considered or accepted</p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p>								
20	<p><b>Tender evaluation points</b></p> <p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>								
20.1	<p><b>Tender Offer Validity</b></p> <p>The Tender offer validity period is 90 days from the closing date.</p>								
20.2	<p>The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.</p> <p>Tender evaluation points</p> <p><b>Tender clarification after submission</b></p> <p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p> <p>Preference points for this bid shall be awarded for:</p> <ul style="list-style-type: none"> <li>(a) Price; and</li> <li>(b) B-BBEE Status Level of Contribution.</li> </ul>								
20.3	<p>The maximum points for this bid are allocated as follows:</p> <p>Preference points for this bid shall be awarded for:</p> <table border="1"> <thead> <tr> <th></th><th>POINTS</th></tr> </thead> <tbody> <tr> <td><b>PRICE</b></td><td><b>80</b></td></tr> <tr> <td><b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b></td><td><b>20</b></td></tr> <tr> <td><b>Total points for Price and B-BBEE must not exceed</b></td><td><b>100</b></td></tr> </tbody> </table>		POINTS	<b>PRICE</b>	<b>80</b>	<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>	<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>
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20.4	<p><b>Evaluation of Tenders</b></p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the DRJSMLM.</p>								

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

The maximum points for this bid are allocated as follows:

The following steps will be followed in evaluation,

1. Determination of whether tender offers are complete.
2. Determination of whether tender offers are responsive.
3. Determination of the reasonableness of tender offers.
4. Confirmation of the eligibility of preferential points claimed by tenderers.
5. Determination of expertise and experience of tenderers.
6. Awarding of points for financial offer.
7. Ranking of tenderers according to the total points
8. Performance of risk analysis by checking the credit record of the tenderers

#### Evaluation of Tenders

The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the DRJSMLM.

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

20.5

#### Evaluation Criteria

The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved for DR JS MOROKA LOCAL MUNICIPALITY (DRJSMLM) projects or other clients. Reference of clients other than DRJSMLM **MUST** be provided.

The Bidders responsiveness in relation to points is therefore summarized as follows:

Personnel	45
Physical and experience of firm	25
Accreditations	30
Sub-Total	<b><u>100</u></b>

**A firm must obtain a minimum of 60 points out of the 100 points above to be considered for price and BBB-EE evaluation/ The functionality points shall be distributed as follows below:**

**Project Director / Team Leader: Leader:** *(Maximum Points obtainable 45)*

Name of Project Director/Leader.....

Evaluation Criteria	Minimum Required		Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Diploma or N6 Certificate in business management [Fleet fuel management/ Transport and logistics].		Yes	10	
Academic Qualifications (Note 1)	Diploma or N6 in business, marketing, fleet management or transport & logistics.		Yes	10	
Sub- total				20	
			Elimination Factor		
Years of experience after qualification (Note 3)	<1-2		No	2	
	<2-3		No	3	
	<3-4		No	5	
	<4 upwards		No	10	
Involvement in comparable projects: Project Leader (fuel, toll gates) of Municipal Fleet, Machinery and equipment's of DR JS Moroka Local Municipality for the period of thirty-six months (Note 4)	<2-3		Yes	2	
	<3-4		Yes	3	
	<4-5		No	5	
	<5 upwards		No	10	
Sub-total				20	
			Elimination Factor		
Current Employment (Note 5)	Full time employed by the contractor/Service Company		Yes	5	
Sub-total				5	

<b>Total</b>	<b>45</b>	
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**Physical offices and company experience** (Maximum Points obtainable 20)

**Address of Physical and other Resources [Physical Address of offices]:**

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<b>Evaluation Criteria</b>	<b>Minimum Required</b>	<b>Elimination Factor</b>	<b>Points obtainable (Own)</b>	<b>Points obtained (lease)</b>	<b>Points Claimed</b>
Availability of Physical offices premises	A company must have at least one Registered office on their Company name where all service and queries of Municipal fleet problems will be carried out	Yes	5	2.5	
<b>Sub-total</b>			<b>5</b>	<b>2.5</b>	

**COMPANY EXPERIENCE**

<b>Evaluation Criteria</b>	<b>Minimum Required Minimum Required</b>	<b>Elimination Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Company experience in comparable projects (fuel, toll gates) of Municipal fleet, machinery and equipment	1-3 years	yes	10	
	4-8years Experience	yes	20	
Subtotal			20	
<b>TOTAL</b>			<b>25</b>	

**Accreditation certificates or Agreements with Accredited Service and fuel companies for specialised vehicles and Equipment's** (Maximum points obtained 30)

**Accreditation Certificates.....**



Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
SAVRALA AND RMI	Accreditation certificate	YES	30	
<b>Sub-total</b>			30	
<b>Total</b>			<b>30</b>	

**Note 1: Academic Qualifications**

Proof of academic qualifications in the form of copies must be attached to the Team Leader/Project Director's CV. Foreign qualifications must be accompanied by a certificate from Qualifications Certification Body (SAQA).

**Note 2: Accreditation Certificates or Agreements**

Proof of accreditation certificates where a service provider is accredited to service or maintain specific vehicles and equipment's or agreements thereof.

**Note 3: Experience after qualification**

A minimum year's qualification experience is required for the team leader as per the above.

**Note 4: Employment History (Involvement in comparable company/project leader projects)**

Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project. Failure to provide this shall warrant an automatic elimination of tender from any further evaluation.

**Note 5: Current Employment**

Confirmation of current employment in the form of letter from Supervisor must be attached. In the event a Project Director/Leader is his/her own Supervisor, a letter confirming same must still be attached. The proposed Project Director/Leader shall be a Senior Employee, an Associate, the Director, or a Shareholder and in the direct employ of the Contractor or service firm. A proof or separate written confirmation must be attached to the CV.

**The following steps will be followed in evaluation.**

9. Determination of whether or not tender offers are complete.
10. Determination of whether or not tender offers are responsive.
11. Determination of the reasonableness of tender offers.
12. Confirmation of the eligibility of preferential points claimed by tenderers.
13. Determination of expertise and experience of tenderers.
14. Awarding of points for financial offer.
15. Ranking of tenderers according to the total points
16. Performance of risk analysis by checking the credit record of the tenderers

**Evaluation of Tenders**

The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the DRJSMLM.

**Technical adjudication and General Criteria**

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.

Regarding the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example

- Copies of Tax Clearance Certificates. (**Only valid tax clearance certificates** must be attached to the Tender document).
- Pages to be completed, removed from the Tender document, and have therefore not been submitted.
- If tender document is not fully completed as required and as stipulated in the tender data.
- If any tender document is tempered with or it is not unbanded bonded or unbundled.
- Failure to complete the schedule of quantities as required – only lump sums provided.
- Scratching out without initialling next to the amended rates or information.
- Writing over / painting out rates / the use of correction pen (tippex) or any erasable ink, e.g., pencil.
- Failure to attend compulsory briefing meeting
- The Tender has not been properly signed by a party having the authority to do so, according to the **Form D – “Authority for Signatory”**
- A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted.
- Required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.
- The Tenderer’s attempts to influence, or influence or has in fact influenced the evaluation and/or awarding of the contract.
- The Tender has been submitted after the relevant closing date and time
- Failure to complete and sign Form sign Form C1.1 Form of Offer and Acceptance
- If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.

	<ul style="list-style-type: none"> <li>▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.</li> </ul>
20.1 2	<p><b>Size of enterprise and current workload</b></p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> <li>▪ Previous and expected current annual turnover</li> <li>▪ Current contractual obligations</li> <li>▪ Capacity to execute the contract</li> </ul>
20.1 3	<p><b>Financial ability to execute the contract:</b></p> <p>Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> <li>▪ Professional indemnity Insurance</li> <li>▪ Three year audited financial statements</li> </ul>
20.1 4	<p><b>Proposed Key Personnel</b></p> <p>In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CV's) for the Staff available named and working on full time basis for the Tenderer. The CV should follow the normal Professional Format as us</p>
20.1 5	<p><b>Size of enterprise and current workload</b></p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> <li>▪ Previous and expected current annual turnover</li> <li>▪ Current contractual obligations</li> <li>▪ Capacity to execute the contract</li> </ul>
	<p>If the Tender does <b>not</b> meet the requirements contained in the DR JS MLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p>
20.1 6	<p><b>Good standing with SA Revenue Services</b></p> <ul style="list-style-type: none"> <li>▪ Determine whether an original valid tax clearance certificate has been submitted.</li> <li>▪ The Tenderer <b>must affix a valid Tax Clearance Certificate</b></li> </ul>
20.1 7	<p><b>Financial ability to execute the contract:</b></p> <p>Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> <li>▪ Professional indemnity Insurance</li> <li>▪ Three year audited financial statements</li> </ul> <p><b>Penalties</b></p> <p>The Dr JS Moroka Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more</p>

of the following penalties will be imposed:

- Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.
- Impose a financial penalty at the discretion of Council
- Restrict the contractor, its shareholders, and directors on obtaining any business from the Dr JS Moroka Local Municipality for a period of 5 years

If the Tender does **not** meet the requirements contained in the DRJSMLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.

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### **Proposals Penalties**

The Dr JS Moroka Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:

- Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.
  - Impose a financial penalty at the discretion of Council
  - Restrict the contractor, its shareholders, and directors on obtaining any business from the Dr JS Moroka Local Municipality for a period of 5 years
- If the Tender does **not** meet the requirements contained in the DRJSMLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.

Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 50 on one side. (Excluding appendices)

The Consultant, in his/her proposal, shall state the categories and number of staff and personnel that he considers necessary to perform the services, including the core professional team and support staff. The Consultant shall provide brief descriptions of the responsibilities and duties envisaged for the professional positions of the supervision team. The Consultant shall make a clear distinction between resources required, time allocation and costs for the project.

The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.

Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 50 on one side. (Excluding appendices)

## Provision of Fuelling Services

The Dr JS Moroka Local Municipality drives may in future invest in fleet that use alternative fuel source. Selected vehicle will be fitted with equipment that allows the vehicle to use dual fuel, oil and toll gates

- Bidders must submit proposals of how they will provide, facilitate and manage services related to the provision of fuel , through electronic fuelling systems.
- The successful bidder will be required to arrange for and provide facilities for vehicles to be fuelled diesel or petrol at specified retail filling station (24/7) across the district and the country (RSA)
- Bidders must submit proposals for the following in relation to fuel:
  - Forecourt fuelling for each vehicle as well as bulk fuelling for non-specified vehicles, ad hoc vehicle and related plant or machinery (Community borehole machine etc) at designated filling stations.
  - Monitoring and scrutiny of fuelling transactions, by
  - Implementing consumption benchmarks per vehicle
  - Establishing a system to ensure that vehicles are filled to capacity at each fill-up,
  - Collect and maintain accurate fill-up details, including kilometres at time of fill-up
  - Calculating the consumption for each fill-up and cost of consumption in excess of the benchmark
  - Aggregating the costs of excess consumption by vehicle on a monthly basis,
  - Implementing system to detect abuse or fraud and assist the DR JS Moroka Local Municipality to manage the associated risk.
  - Implementing an electronic fuel system to collect data in relation to services and provide monthly report of all transactions or services consumed by the DR JS Moroka Local Municipality, including and where applicable, the vehicle registration (where applicable), merchant details, date of transaction, volume consumed and price, as well as the kilos of the vehicle at the time of transaction.
  - Facilitating management intervention by providing reports on daily single variances, monthly trend analysis and comparison of expenditure per vehicle, driver, and cost centre.
- Bidder's proposals must include an offer for a discount and/or rebate structure on unregulated fuel purchases in line with the proposed solution
- The DR JS Moroka Local Municipality will only pay for actual fuel consumed.

The Consultant, in his/her proposal, shall state the categories and number of staff and personnel that he considers necessary to perform the services, including the core professional team and support staff. The Consultant shall provide brief descriptions of the responsibilities and duties envisaged for the professional positions of the supervision team. The Consultant shall make a clear distinction between resources required, time allocation and costs for the project.

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Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 50 on one side. (Excluding appendices)

## Proposals

22	<p><b>The Additional Conditions of Tender are:</b></p> <ol style="list-style-type: none"> <li>1. Dr JS Moroka Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.</li> <li>2. The Dr JS Moroka Local Municipality reserves the right to appoint the service provider that shall state the categories and number of staff and personnel that he considers necessary to perform the services, including the core professional team and support staff. The Consultant shall provide brief descriptions of the responsibilities and duties envisaged for the professional positions of the supervision team. The Consultant shall make a clear distinction between resources required, time allocation and costs for the project.</li> </ol> <p>The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.</p> <p>Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 50 on one side. (Excluding appendices)</p>
23	<p><b>Performance Reporting</b></p> <p>The service provider will be required to collect, maintain and provide “up to date” vehicle information (including exception), management records and related report to stakeholders and line managers periodically.</p> <p>Bidders must propose fleet management software that will implement within the District’s environment to facilitate the efficient management of the fleet in consultation with Municipal ICT.</p> <p>Bidders must propose a reporting regime that includes but not limited to:</p> <ul style="list-style-type: none"> <li>• Detailed operational exception report (Daily and weekly)</li> <li>• Detailed consolidation operation report with detailed analysis, exception, and interventions/solutions (Monthly)</li> <li>• Comparative summary report with trend analysis and projections(quarterly)</li> <li>• Cumulative report with trend analysis and projections(annually)</li> </ul>