

RT68-2026

APPOINTMENT OF A CONTRACTOR FOR THE PROVISION OF FINANCE
ADMINISTRATION OF SUBSIDISED VEHICLE FLEET TO THE STATE
FOR THE PERIOD OF 60 MONTHS.

BRIEFING SESSION

PRESENTED BY:

NTOMBI SIDINILE

TRANSVERSAL CONTRACTING

Date: 24 APRIL 2026



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Agenda

1. Welcome and Introduction, Including Meeting Rules
2. Bid Timelines
3. Background
4. Evaluation Criteria
5. Scope of Work
6. Pricing Structure
7. Bid Submission and Format of Submission
8. Q&A

BID TIMELINES

BID ACTIVITY	DUE DATE
Advertisement in E-tenders website and National Treasury Website	13 APRIL 2026
Non-Compulsory briefing session	24 APRIL 2026
Bid Closing Date	11 MAY 2026
Notice to bidders	Bidders are required to visit the e-tenders website and the National Treasury website regularly in order to check updates regarding the RT68-2026 bid.
Questions relating to Bid	Questions will be taken after the presentation and any additional questions should be in line with the Special conditions clause 7.5.2 Any enquiries beyond the closing date will not be considered.

Background

- ❑ **RT68-2026: APPOINTMENT OF A CONTRACTOR FOR THE PROVISION OF FINANCE AND ADMINISTRATION OF SUBSIDISED VEHICLE FLEET TO THE STATE FOR THE PERIOD OF (60) MONTHS.**

- ❑ **Participants to the contract:**

As per the Special Conditions of the contract.

- ❑ **Objectives of the contract:** To appoint a contractor that will render the service for Finance and Administration of Subsidized Vehicle Fleet to the State.

Evaluation Criteria

The evaluation Criteria has been clustered into four (4) phases:

PHASE 1: MANDATORY REQUIREMENTS :

- ☐ During this phase, bidders' responses will be evaluated against the mandatory requirement for compliance, which is the pricing schedule. Bidders who fail to comply with the mandatory requirement will be disqualified. Bidders are required to complete a mandatory Pricing Schedule attached as Annexure A, as a response to how much the items offered will be charged. Failure to submit the duly completed Pricing Schedule will invalidate the bid response.
- ☐ The pricing for this bid is required to be on a national level.
- ☐ Prices submitted in this bid must be filled in on the field provided on the Pricing Schedule supplied with the bid. Price structures that do not comply with this requirement will invalidate the bid.
- ☐ Bidders are required to submit an all-inclusive Administration Fee for the execution of all services on the contract. Prices submitted in this bid must be inclusive of 15% Value Added Tax (VAT). No additional costs will be considered post-award that do not form part of the Pricing Schedule.
- ☐ Items in Category 1 will be evaluated as a series. Please note the STATS annexure E is for information purposes.
- ☐ The Pricing Schedule (Annexure A) must be submitted online via etenders in an XLSX Excel format.
- ☐ **NB: BIDDERS ARE ADVISED TO READ THE SPECIAL CONDITIONS OF CONTRACT IN IT'S ENTIRETY.**

Evaluation Criteria

The evaluation Criteria has been clustered into four (4) phases:

PHASE 2: ADMINISTRATION AND LEGISLATION REQUIREMENTS EVALUATION

- ☐ Bidders must submit the following documents listed below to comply with the policy to guide uniformity in procurement reform processes.
- ☐ SBD 1 – Invitation form to bid.
- ☐ Proof of Authority –This is proof that the company representative has been given authority by the company to sign bid documents on their behalf as required on SBD 1.
- ☐ SBD 4 – Bidders Disclosure
- ☐ SBD 6.1 - Preference points claim form.
- ☐ TCD 13 and 13.1 - Authorization Declaration - All bidders are required to complete the “Authorisation Declaration” (TCD 13 and TCD 13.1) for all relevant services in full, sign it, and submit it together with the bid response at the closing date and time of the bid invitation.

NB: BIDDERS ARE ADVISED TO READ THE SPECIAL CONDITIONS OF CONTRACT IN IT'S ENTIRETY.

Evaluation Criteria

- ❑ The evaluation Criteria has been clustered into four (4) phases:

PHASE 3: TECHNICAL SPECIFICATION REQUIREMENTS

- ❑ During this phase bidders' responses will be evaluated based on technical requirements. Only the bidders who have complied with Phases 1 and 2 will be evaluated in Phase 3. Non-compliance to the applicable requirements below will result in disqualification of the bid.
- ❑ **(Please refer to the Special conditions of contract for more details)**

NB: BIDDERS ARE ADVISED TO READ THE SPECIAL CONDITIONS OF CONTRACT IN IT'S ENTIRETY.

Evaluation Criteria

PHASE 4: PRICE AND SPECIFIC GOALS

Preference Point System

Only the bidders who have complied with all phases will be evaluated in Phase 4.

Prices quoted must be furnished based on “delivered to State facility” country-wide, inclusive of VAT. No additional costs will be considered post-award.

Pricing Schedule (Annexure A) must be submitted online in an XLSX Excel format.

Prices submitted for this bid must be entered in the fields provided on the pricing schedules included with the bid.

Pricing structures that do not comply with this requirement will result in the bid being invalid.

NB: Bidders are advised to submit the pricing schedule in the excel sheet format, this will allow the evaluation to be able to merge and evaluate the bids received unlike pdf formats hence pdf versions are not accepted. Kindly ensure to adhere to this SCC clause.

Evaluation Criteria (continues)

PHASE 4: PRICE AND SPECIFIC GOALS

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

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

Where,

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

PHASE 4: PRICE AND SPECIFIC GOALS

Points Scored for Specific Goals

1. The following formular will be used to calculate the points for price:

- $PSSG = MPA \times \frac{POE}{100}$

Where,

PSSG = Points scored for specific goals

MPA = Maximum points allocated for a specific goal

POE = Percentage of equity ownership by an HDI

PHASE 4: PRICE AND SPECIFIC GOALS

SPECIFIC GOALS	POINTS ALLOCATED OUT OF 10
Preference points for equity ownership by a South African citizen: i) Who, due to the apartheid policy that had been in place, had no franchise in national elections before the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) (the Interim Constitution); and/or ii) Who is born after the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) (the Interim Constitution), but who, due to the apartheid policy that had been in place, would not have had a franchise in the national elections; and/or	5
iii who is a female Provided that a person who obtained South African citizenship on or after the coming into effect of the Interim Constitution is deemed not to be an HDI.	5
TOTAL POINTS	10

Pricing Structure

- ❑ The Pricing Schedule (see Annexure A attached) must be submitted in **excel spreadsheet** at the closing date and time of bid.
- ❑ Bidders are advised to ensure the pricing is duly completed .
- ❑ **NO PDF price schedule will be accepted**

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Scope of Work

#	ITEM #	CATEGORY DESCRIPTION	# ITEM IN THE CATEGORY
1.	RT68-01-01	Interest rate to be charged on capital in relation to the prime lending rate, expressed in % per individual contract, to be amended based on changes in the repo rate as determined by the South African Reserve Bank	1
2.	RT68-01-02	Contract initiation fee/Once-off admin fee (Legislated)	1
3.	RT68-01-03	Monthly contract administration fee (Legislated)	1
4.	RT68-01-04	Monthly Contract RT68 Administration fee charged by the contractor	1
TOTAL NUMBER OF ITEMS IN THE BID			4

Bid submission and format

☐ Online Bid Submission Requirements

☐ **Platform:** All bids must be submitted via the [eTender portal](#).

☐ **No Manual Submissions:** Hardcopy or manual submissions are **not accepted**.

☐ Submission Format:

- Follow the **sequential checklist** (Table 1).
- **Technical Specs & Pricing (Annexure B)** must be in **XLSX** format.

☐ Support & Guidance:

- Online submission **guide video:** [YouTube Link](#)
- **Etender submission detailed guide**
- **Technical support:** etenders@treasury.gov.za | 012 406 9222

☐ **IMPORTANT:** Non-compliance with online submission rules will **invalidate** the bid.

DEMONSTRATION

☐ ETENDER

☐ STANDARD BID DOCUMENTS

☐ TCD 13.2- THIRD PARTY LETTER OF UNDERTAKING

☐ PRICING SCHEDULE

NB: BIDDERS ARE ADVISED TO READ THE SPECIAL CONDITIONS OF CONTRACT IN IT'S ENTIRETY.

