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THE PUBLIC SERVICE SECTOR EDUCATION AND TRAINING AUTHORITY

Specifications

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF VEHICLE RENTAL SERVICES FOR FORTY EIGHT (48) MONTHS

TENDER NUMBER: COR03/PSETA/11-2025

CLOSING DATE: 21 January 2026

CLOSING TIME: 11:00

No late applications will be accepted

VALUES

Honesty and Integrity | Accountability | Service Excellence | Fairness and Transparency

1. INTRODUCTION

The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established in terms of section 9(1) of the Skills Development Act 97 of 1998 as amended and is classified as a National Public Entity under schedule 3A of the Public Finance Management Act, 1 of 1999.

The PSETA intends to invite service providers with the necessary expertise and experience to submit proposals for the supply of vehicles and fleet management services over a forty eight-month period.

This document outlines the criteria and requirements for selecting a suitable service provider.

2. BACKGROUND & CONTEXT

This project aims to appoint a service provider to lease three (3) vehicles over forty eight-months on a full maintenance basis, including fleet management services.

The appointed service provider will supply three (3) vehicles with an option to replace with a similar model. PSETA will exercise that option when needed and specify the required specifications.

3. SCOPE OF WORK

3.1 The vehicles must comply with the following specifications, with complete fleet management services:

YEAR MODEL	RANGE DESCRIPTION	MODEL DESCRIPTION
2025 or latest	CROSSOVER OR SIMILAR	1.5 L-A/T
2025 or latest	SEDAN OR SIMILAR	1.8 L - A/T
2025 or latest	BAKKIE/PICK-UP TRUCK OR SIMILAR	2.4 L 4X4A/T

3.2 FLEET MANAGEMENT SERVICES/SPECIFICATIONS

3.2.1 The vehicles must have a advanced tracking device, advanced vehicle monitoring, and a fleet management system for better reporting.

3.2.2 Please note that this is a full maintenance lease (Services, Repairs, wear and tear and Maintenance to be included).

- 3.2.3 Please note that the vehicles are to be registered with the licence disc displayed on the front windscreen and must have registration plates and must be renewed annually.
- 3.2.4 The service provider is to provide comprehensive insurance cover on the vehicles.
- 3.2.5 The service provider must provide PSETA with tollgates e-tags.
- 3.2.6 All vehicles must be supplied with a fuel card, and PSETA must have access to real-time information and status reports must be supplied by the service provider every month.
- 3.2.7 PSETA must be able to monitor the vehicles by having 24-hour access to real-time information, and status reports must be supplied by the service provider every month.
- 3.2.8 The vehicles must be white.
- 3.2.9 The service provider must allow for the PSETA logo to be on both doors and rear of the vehicle.
- 3.2.10 Replacement vehicles must be supplied in case of accident(s) and unroadworthy vehicles must be replaced within 24 hrs.
- 3.2.11 All vehicles must have leather interior.
- 3.2.12 The prices quoted will be valid for forty eight months.

4. TIMELINES OF THE CONTRACT

The contract shall be for forty eight (48) months from the signing of the SLA.

5. QUALITY AND REPORTING REQUIREMENTS

The service provider will report directly to the Corporate Services Executive.

6. PRICING

YEAR MODEL	RANGE DESCRIPTION	MODEL DESCRIPTION	CONTRACT PERIOD	CONTRACT KILOMETRES OVER A PERIOD OF 4 YEARS	RENTAL AMOUNT	EXCESS KM CHARGE	TOTAL PRICE
2025 or latest	CROSSOVER OR SIMILAR	1.5 L-A/T	48	100 000			
2025 or latest	SEDAN OR SIMILAR	1.8 L - A/T	48	100 000			
2025 or latest	BAKKIE/PICK- UP TRUCK OR SIMILAR	2.4 L 4X4A/T	48	100 000			
	TOTAL PRICE INCLUDING VAT						

The proposed total pricing must include VAT. The PSETA may require a breakdown of rates on any of the services/items priced. The PSETA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price. Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall bid price (Total) should be included.

7. EVALUATION PROCESS

The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goal, once the minimum functionality criteria are met. The bidder with the highest total number of points will be awarded the contract.

The evaluation will be based on:

Phase 1: Functionality Evaluation		
Phase 2: Preferential Point System	Points allocated for specific goals	Points
Price		80
Special goals		20
Black owned company Bidder who has 51% to 100% black people ownership	8	

Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
Total		100

8. FORMAT OF THE BID SUBMISSION

- 8.1. Company profile indicating all the requirements as per the evaluation criteria.
- 8.2. Proposals must be submitted in 2 copies and 1 original.
- 8.3. Track record and experience. Signed reference letters of similar work reflect clients' telephone numbers and links or images of the work.
- 8.4. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 8.5. Certified copy of BB-BEE certificate or affidavit
- 8.6. Copy of the registration document of the organisation (CIPC)

9. IMPORTANT INFORMATION FOR BIDDERS

- 9.1 All Standard Bidding Documents (SBD) must be completed and signed.
 - SBD 1 (fully completed)
 - SBD 3.1(fully completed)
 - SBD 4(fully completed)
 - SBD 6.1(fully completed)
- 9.2 Proof of registration on the Central Supplier Database.
- 9.3 General Condition of Contract (each page signed)
- 9.4 Five (5) reference letters of similar services provided.

NB: Failure to comply with section 9. of the terms of reference, will disqualify the proposal.

Bid proposals must be submitted to:

Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building, Hillcrest Office Park, Lynwood, Pretoria

No late applications will be accepted.

No electronic bid applications will be accepted.

The validity period of the bid is 120 days from the closing date. Please direct all queries to Ms. Ursula Mathonsi via email on ursulam@pseta.org.za or telephonically on 012-4235700.

