

TENDER NUMBER: g-Fleet RFP: 20/09/2023

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

TENDER DOCUMENT

MAY 2024

ISSUED BY:

g-Fleet MANAGEMENT

DEPARTMENT OF ROADS AND TRANSPORT

PRIVATE BAG X1

BEDFORDVIEW

2008

TENDER NUMBER: g-FleeT RFP: 20/09/2023

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

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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 RFP: 20/09/2023	Provision of Professional Financial and Asset Verification Services at g-FleeT Management for a period of three (3) years.	Venue: g-FleeT Management Department of Roads and Transport 76 Boeing Road East Bedfordview 2008 GPS -26.167305, 28.136210 Date: 31 May 2024 Time: 10H00 am NB: Failure to attend the compulsory briefing session will result in disqualification of the Bidder's bid	14 June 2024 at g-FleeT Management Department of Roads and Transport 76 Boeing Road East Bedfordview 2008 Tender box is located at Customer Service Centre (CSC) Building at the main entrance GPS -26.167305, 28.136210 Time: 11H00 am

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 disqualified:

- Complete, sign and submit all compulsory SBD documents, i.e. SBD 1, SBD 3.3, SBD 4, SBD 6.1 and SBD 7.2 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 if applicable.
- Proof of registration with a professional body eg CA (SA), ACCA or equivalent for consultant on NQF8.



- Provide a minimum of 3 contactable completion letters on bidder's clients' letterhead on the projects done relating to asset verification.
- Provide detailed project verification plan for +/- 6500 vehicles situated in various locations outlining number of officials to be allocated per site, time lines and activities to be performed.

OTHER KEY RETURNABLES:

- 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 3 months from the date of the bid closure)
- Submit comprehensive Company Profile

In line with the principles outlined in the Departmental policy, the Entity may elect to fairly and equitably distribute the awarding of work amongst suppliers.

FUNCTIONALITY EVALUATION:

- Compulsory/mandatory tender requirements and other returnables relating to the administrative compliance.
- 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.

FUNCTIONALITY CRITERIA

COMPANY PROFILE AND KEY PERSONNEL (70 POINTS)	TECHNICAL ABILITY OF THE BIDDER (30 POINTS)
<p><u>1.1 COMPANY (Number of years in Public Sector Consulting industry)</u> [15 Points]</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.</p> <p><u>1.2 KEY PERSONNEL</u></p>	<p><u>2.1 Scope Coverage/ Methodology/ Approach - [30 points]</u></p> <ul style="list-style-type: none"> • Verification plan demonstrating the understanding of the requirements = 10 points <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> <ul style="list-style-type: none"> • 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



**1.2.1 NQF Level 8 (CA/ACCA or equivalent) –
in consulting x 1 person [10 Points]**

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

Attach CV and proof of professional qualification

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

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

Attach CV and copies of qualifications.

**1.2.3 A minimum of 4 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**

Attach CV and copies of qualifications.

**1.2.4 4 asset verifiers with matric – 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.

- ✓ inventory,
- ✓ motor vehicles and
- ✓ finance leases

All 3 above = 15; Less than 3 above = 0

- 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:

To qualify for Specific Goal points, Bidders must provide evidence of ownership of 51% or more per the specified Historically Disadvantaged Individuals (HDI) categories. Bidders must submit verifiable documentation as proof to claim the Preference Points.

Bidders who fail to submit valid B-BBEE credentials will forfeit their preference points.

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
Woman	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 and copies of Identity Documents for Directors to claim points.	5
Disability	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit to claim points	3
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
B-BBEE status level contributors from level 1 to 4 which are QSE or EME	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit to claim points	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.
- Where the proposed prices of critical materials to be supplied to the Department are considerably less than the expected market price or rates, the Department reserves the right to verify the proposed prices by requesting quotations from the supplier(s) cited in the compilation of the bid.
- 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 @ Thulani.mkwanazi@gauteng.gov.za / Andiswa.gingqi@gauteng.gov.za
- Closing date for enquires:
- Bidders to expect responses within 7 days of this closing date.
- Bidders must regularly check, ePortal and Departmental Websites 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. Bidders who opt to download the tender document from the above designated website will not be required to pay a R500 fee.

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.

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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 20/09/2023	RFP:	CLOSING DATE:	14 June 2024	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	MS. ANDISWA GINGQI	
TELEPHONE NUMBER	011 372 8641		TELEPHONE NUMBER	011 372 8605	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	thulani.mkwanazi@gauteng.gov.za		E-MAIL ADDRESS	andiswa.gingqi@gauteng.gov.za	
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

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
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.
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.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
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.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
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.
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."

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 RFP: 20/09/2023

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

- Updating the asset register with additions/disposals/scrap to ensure the recording of valid, accurate and complete assets.
- Perform reconciliation for existing assets and trace unreconcilable items.
- Ensure correct valuation of all assets in the asset registers inclusive of impairment testing.
- physical verification vehicles during 2023/34 financial year of +/-6500 vehicles located in Gauteng (90%) and other provinces (10%).
- Propose and document the best possible method of verifying our assets (motor vehicles) using available information/data other than just the physical method.

- Physical verification of +/6500 vehicles in 2024/25 and 2025/26 financial year using alternate methods as well as physical verification where required.
- Updating of asset policies and related standard operating procedures and design templates ensuring alignment to principles of good governance and accounting standards.
- Developing monthly, quarterly and annual reporting schedules to supporting financial statement preparation.

3.2. 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.
- Developing monthly, quarterly and annual reporting schedules to supporting financial statement preparation.

3.3. INVENTORY REGISTER MANAGEMENT

- Developing/updating the inventory register to ensure the recording of valid, accurate and complete inventory.
- 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.
- Developing monthly, quarterly and annual reporting schedules to supporting financial statement preparation.

3.4. 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.

4. TIMEFRAMES AND PERSONNEL REQUIRED

4.1. ESTIMATED DURATION OF APPOINTMENT:

- Commencement date of 1 November 2023.
- Estimated end date of 31 October 2026.

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, BCom/Honours in Accounting or CA (SA) of the dedicated consultants
- In depth Knowledge of GRAP regarding disclosure requirements in the AFS's
- Presentation skills and ability to respond to technical accounting questions



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SBD 3.3

(Pricing Schedule – Professional Services)



**PRICING SCHEDULE
(Professional Services)**

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)		
1.	The accompanying information must be used for the formulation of proposals.			
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....			
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)			
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE	
	-----	R-----	-----	-----
	-----	R-----	-----	-----
	-----	R-----	-----	-----
	-----	R-----	-----	-----
	-----	R-----	-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT			
	-----	R-----	-----	days
	-----	R-----	-----	days
	-----	R-----	-----	days
	-----	R-----	-----	days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.			
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
	-----	-----	-----	R.....
	-----	-----	-----	R.....
	-----	-----	-----	R.....
	-----	-----	-----	R.....
		TOTAL: R.....		

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.



- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index

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

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:



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PRICING SCHEDULE

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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 is at various merchants in various locations**



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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 RFP: 20/09/2023

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 **90/10 or 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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration



Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI		1		
BEE Points (Levels 1 – 4)		2		
Gender		7		
People with Disability		3		
Youth		5		
Township (RDP)		2		

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:

