



**RFQ NO: 199713**

**DESCRIPTION: A REQUEST FOR AN APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A FLEET SERVICES OVERALL ASSESSMENT**

**ISSUED BY:**

SUPPLY CHAIN MANAGEMENT  
NATIONAL HEALTH LABORATORY SERVICE  
1 MODDERFONTEIN ROAD  
SANDRINGHAM  
2092

**PREPARED BY:**

SUPPLY CHAIN MANAGEMENT  
NATIONAL HEALTH LABORATORY SERVICE  
NO.1 MODDERFONTEIN ROAD  
SANDRINGHAM  
2092

**Quotation Queries:**

CONTACT NAME: PROCUREMENT OFFICE

TELEPHONE: 011 386 6527

E-MAIL ADDRESS: [procurementcorporate@nhls.ac.za](mailto:procurementcorporate@nhls.ac.za)

**Technical Queries:**

CONTACT NAME: PROCUREMENT OFFICE

TELEPHONE: 011 386 6000

E-MAIL ADDRESS:

**NAME OF A BIDDER.....**

**CLOSING DATE: 17 March 2026 AT 11:00**

**Compulsory Clarification Meeting/ briefing session will be conducted at NATIONAL HEALTH LABORATORY SERVICE NO.1 MODDERFONTEIN ROAD, SANDRINGHAM on the 10<sup>th</sup> of March 2026 at 10h00**

**QUOTATION VALIDITY PERIOD: The quotation validity period is 90 days.**

**RFQ NO. 199713 – PROVISIONING OF COMPREHENSIVE FLEET SERVICES INCLUDING LICENSING, TRAFFIC FINE ADMINISTRATION, FLEET MANAGEMENT, AND NEW DRIVER ASSESSMENT FOR A PERIOD OF 3 YEARS**

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1. PART A Invitation to Bid

SBD 1

**PART A INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)</b>					
<b>BID NUMBER:</b>	RFQ No: 199713	<b>CLOSING DATE:</b> 17 March 2025		<b>CLOSING TIME:</b>	11:00AM
<b>DESCRIPTION</b>	A REQUEST FOR AN APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A FLEET SERVICES OVERALL ASSESSMENT				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
NHLS RECEPTION: RFQ BOX: NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	PROCUREMENT OFFICE		CONTACT PERSON	PROCUREMENT OFFICE	
TELEPHONE NUMBER	011 386 6527		TELEPHONE NUMBER	011 386 6000	
E-MAIL ADDRESS	procurementcorporate@nhls.ac.za		E-MAIL ADDRESS	procurementcorporate@nhls.ac.za	
<b>SUPPLIER INFORMATION</b>					
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

**RFP NO. 199713 – PROVISIONING OF COMPREHENSIVE FLEET SERVICES INCLUDING LICENSING, TRAFFIC FINE ADMINISTRATION, FLEET MANAGEMENT, AND NEW DRIVER ASSESSMENT FOR A PERIOD OF 3 YEARS**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  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**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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: .....

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**2. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)**

This document may contain confidential information that is the property of the NHLS and the Client.

- b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from NHLS and the Client.
- c) All Copyright and Intellectual Property herein vests with NHLS and its Client.
- d) Late and incomplete submissions will not be accepted.
- e) SDB 7 (form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the form of offer shall be considered the correct price.
- f) Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform NHLS before RFQ closing date
- g) **A compulsory clarification site meeting/ briefing session will be conducted at NATIONAL HEALTH LABORATORY SERVICE NO.1 MODDERFONTEIN ROAD, SANDRINGHAM on the 10<sup>th</sup> Febrary 2025 at 10h00**

The bidder must be represented at the briefing session by a person who is suitably qualified and experienced to comprehend the implications of the work involved.

- h) **Writing must be in block letters and black ink.**
- i) Quotation procedure using a three (3) stage system will apply: **Administrative Compliance, Functionality/ Technicality and 80/20 (Price and Specific Goals)**
- J) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified
- k) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- l) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- m) All questions regarding this RFQ must be forwarded to the [procurementcorporate@nhls.ac.za](mailto:procurementcorporate@nhls.ac.za) 24 hours prior the RFQ closing date.
- n) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- o) In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal. Each JV partner must submit all their mandatory documentation.

**Quotation must be All-Inclusive**

- i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, labour, material, consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes, levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.
- ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.
- iii. The Supplier rates and prices shall be fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.
- iv. The offer must be in ZAR currency.
- v. The NHLS reserve the right to do due diligence on the quotations and to benchmark prices quoted.
- vi. Quotes should be submitted on an official letterhead and duly signed.

**Delays in the supplier's performance**

- i. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed
- ii. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation

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and may at his discretion extend the supplier’s time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- iii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier’s point of supply is not situated at or near the place where the supplies are required, or the supplier’s services are not readily available.
- iv. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier’s expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**Penalties**

- i. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- ii.

bidder accepts the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink <a href="#">GCC Document</a> or visit NHLS website <a href="https://www.nhls.ac.za/supply-chain/">https://www.nhls.ac.za/supply-chain/</a> , click on supply chain management tab then select General Conditions of Contract	<b>Accept</b>	<b>Do not accept</b>

**FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHLS RFQ BOX, NO:1 MODDERFONTEIN ROAD, SANDRINGHAM.**

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**1. SPECIFICATIONS**

**FORM OF QUOTATION**

**SUPPLIER NAME:**

**RFQ NO: 199713**

**DESCRIPTION: ROVISIONING OF COMPREHENSIVE FLEET SERVICES INCLUDING LICENSING, TRAFFIC FINE ADMINISTRATION, FLEET MANAGEMENT, AND NEW DRIVER ASSESSMENT FOR A PERIOD OF 3 YEARS**

**INVITATION FOR PROPOSALS**

**1. PURPOSE**

The purpose of this Request for Quotation (RFQ) is to invite suitably qualified and experienced service providers to submit quotations for the provision of Fleet Compliance and Driver Management Services for the National Health Laboratory Service (NHLS). The services aim to ensure legislative compliance, strengthen fleet governance, improve operational efficiency, and mitigate financial, legal, and reputational risks.

**2. BACKGROUND**

NHLS operates a nationally distributed fleet of 300 Vehicles and a further 200 on FML Contract that support critical laboratory and diagnostic services. The fleet operates within a highly regulated environment governed by, inter alia, the National Road Traffic Act, AARTO legislation, Dangerous Goods regulations, and PFMA requirements. To enhance compliance, oversight, and accountability, NHLS seeks to appoint a service provider(s) to manage key fleet compliance and driver-related functions in a structured and auditable manner

**3. INVITATION TO BID**

NHLS hereby invites prospective bidders with proven experience and capability to submit quotations for the services detailed in this RFQ. Bidders may submit quotations for:

- A consolidated solution covering all services; or
- Modular services for specific service categories, subject to demonstrated capability.

**NHLS FOOTPRINT**

**Operating model**

- Nine provinces with national presence:
  - Nationwide laboratory network.
- Regional presence:
  - Administration by 6 regions
  - Individual business units within region.



Province	Northern Cape
# of Labs	5
# of Health Facilities	228
Population	1.3 million
Total Revenue	137 million
Total Test Volumes	2.0 million

Province	Western Cape
# of Labs	19
# of Health Facilities	532
Population	7.2 million
Total Revenue	1.29 billion
Total Test Volumes	13.6 million

Province	Eastern Cape
# of Labs	45
# of Health Facilities	1053
Population	6.7 million
Total Revenue	1.08 billion
Total Test Volumes	11.2 million

Province	Free State
# of Labs	9
# of Health Facilities	387
Population	2.9 million
Total Revenue	631 million
Total Test Volumes	5.5 million

Province	North West
# of Labs	14
# of Health Facilities	397
Population	4.2 million
Total Revenue	518 million
Total Test Volumes	6.1 million

Province	KwaZulu-Natal
# of Labs	56
# of Health Facilities	809
Population	11.5 million
Total Revenue	2.88 billion
Total Test Volumes	28.4 million

Province	Gauteng
# of Labs	27
# of Health Facilities	542
Population	16.1 million
Total Revenue	3.25 billion
Total Test Volumes	30.7 million

Province	Limpopo
# of Labs	37
# of Health Facilities	642
Population	5.9 million
Total Revenue	596 million
Total Test Volumes	6.9 million

Province	Mpumalanga
# of Labs	21
# of Health Facilities	407
Population	4.7 million
Total Revenue	619 million
Total Test Volumes	6.1 million

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**4. SCOPE OF SERVICES**

**4.1 Vehicle Licensing Management**

- Annual and ad hoc vehicle licensing and renewals
- Monitoring of expiry dates and compliance status
- Liaison with licensing authorities
- Licensing compliance reporting

**4.2 Dangerous Goods Certification**

- Dangerous Goods (DG) driver and vehicle certification management
- Compliance with National Road Traffic Act, SANS 10231/10232
- Tracking, renewal alerts, and reporting

**4.3 Traffic Fines Management**

- Centralised AARTO and non-AARTO infringement management
- Verification, allocation, and escalation processes
- Driver notifications and dispute support
- Compliance and risk reporting

**4.4 Vehicle Servicing Scheduling, Booking and Planning**

- Preventive maintenance scheduling
- Booking with approved service providers
- Service history and warranty tracking
- Downtime and cost optimisation reporting

**4.5 Driver Assessment Services**

- Driver licence and PDP verification
- Risk profiling and competency assessments
- Behavioural and compliance assessments
- Corrective action recommendations

**5. CONTRACT DURATION**

The contract period shall be two (3) years, subject to satisfactory performance and NHLS governance approvals.

**6. TECHNICAL COMPLIANCE REQUIREMENTS**

Bidders must demonstrate:

- Compliance with all applicable South African legislation
- POPIA-aligned data protection controls
- Secure, auditable systems and reporting
- National service delivery capability
- Business continuity arrangements

**7. COMPANY EXPERIENCE**

Bidders must submit:

- Company profile and years of operation
- Relevant experience within the last five (5) years
- Experience in public sector and/or large fleet environments

**8. TRACK RECORD**

- Minimum of three (3) contactable references
- Evidence of successful similar engagements

**9. CERTIFICATION AND LEGAL COMPLIANCE**

Mandatory submission of:

- Company registration documents
- Valid SARS Tax Compliance PIN
- BBBEE Certificate or Affidavit
- COIDA Letter of Good Standing

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- Relevant industry and Dangerous Goods certifications (where applicable)

**10. DELIVERABLES**

- Implementation and transition plan
- Compliance dashboards and reports
- Monthly and quarterly management reports
- Audit-ready documentation
- Continuous improvement recommendations

**11. GOVERNANCE AND REPORTING**

- Dedicated contract or account manager
- Quarterly governance and performance review meetings
- Escalation and issue resolution framework
- NHLS right to audit and monitor performance

**13. AARTO REGULATION MANAGEMENT CAPABILITY**

Bidders managing Traffic Fines must demonstrate full capability to administer the AARTO Act, including:

- Registration and interaction with the Road Traffic Infringement Agency (RTIA)
- End-to-end AARTO infringement lifecycle management
- Monitoring of representations, courtesy letters, enforcement orders, and warrants
- Driver and vehicle nomination processes
- Tracking of demerit points and licence suspension risks
- Compliance reporting aligned to AARTO timelines
- Advisory support to NHLS on legal and compliance risks

Evidence required:

- Description of AARTO administration processes
- Proof of experience managing AARTO for fleets
- Sample AARTO reports

**14. TECHNICAL CAPABILITY – SYSTEMS, TOOLS & METHODOLOGIES EXPECTED**

Bidders must clearly describe:

- Fleet management or compliance systems utilised (commercial or proprietary)
- Reminder and alert mechanisms for expiries
- Secure data storage and audit trails
- Reporting and dashboard capabilities
- Integration or export capability (Excel/PDF)
- Manual controls where systems are not automated

Methodologies should cover:

- Preventive compliance management
- Exception-based reporting
- Continuous improvement approach
- Risk-based driver profiling

**14. GENERAL CONDITIONS**

- NHLS is not obliged to accept the lowest quotation
- NHLS may appoint on a consolidated or modular basis
- All submission costs are for the bidder's account
- Appointment is subject to internal approvals and contract finalisation

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**1. PRICING SCHEDULE**

<b>Resource Level</b>	<b>1<sup>ST</sup> Year Total Cost Vat Excl</b>	<b>2<sup>nd</sup> Year Total Cost Vat Excl</b>	<b>Total Cost For 2 Years Vat Excl</b>
<b>PROVISIONING OF A PROVIDE A FLEET SERVICES OVERALL MANAGEMENT FOR A PERIOD OF 3 YEARS</b>	R	R	R
<b>VAT AT 15% IF APPLICABLE</b>			R
<b>GRAND TOTAL INCLUSIVE OF VAT IF APPLICABLE</b>			R

**1. Vehicle Licensing Management**

<b>Item</b>	<b>Pricing Basis</b>	<b>Rate</b>
1. Annual Licence Renewal	Per Vehicle	
2. Adhoc Licensing Support	Per Transaction	
3. Licensing Compliance Reporting	Overall Fleet	

**2. Dangerous Goods (DG) Certification Management**

<b>Item</b>	<b>Pricing Basis</b>	<b>Rate</b>
1. D.G Driver Certification	Per Driver	
2. D.G Vehicle Certification	Per Vehicle	

**3. Traffic Fines and AARTO Compliance**

<b>Item</b>	<b>Pricing Basis</b>	<b>Rate</b>
1. Aarto Infringement Processing	Per Driver	
2. Driver Nomination and Infringement Rerouting	Per Vehicle	

**4. Vehicle Servicing, Scheduling and Planning**

<b>Item</b>	<b>Pricing Basis</b>	<b>Rate</b>
1. Preventive Maintenance Scheduling	Per Driver	
2. Service History Management	Per Vehicle	
3. Downtime Reporting	Per Vehicle	

**5. Driver Fitness Assessment**

<b>Item</b>	<b>Pricing Basis</b>	<b>Rate</b>
1. Licence and PDP Verification	Per Driver	
2. New Driver Assessment	Per Vehicle	
3. Risk Profiling	Per Vehicle	
4. Behavioural Assessment	Per Driver	

**6. Driver Fitness Assessment**

<b>Item</b>	<b>Pricing Basis</b>	<b>Rate</b>
1. Licence and PDP Verification	Per Driver	
2. New Driver Assessment	Per Vehicle	
3. Risk Profiling	Per Vehicle	
4. Behavioural Assessment	Per Driver	

**7. Pool Car Booking System**

<b>Item</b>	<b>Pricing Basis</b>	<b>Rate</b>
1. System Setup	Per Driver	
2. Monthly System Subscription	Per Vehicle	

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**NB: Service providers are encouraged to attach an additional detailed pricing and cost breakdown schedule with their submission on a company letterhead document.**

**14. TECHNICAL CAPABILITY – SYSTEMS, TOOLS & METHODOLOGIES EXPECTED**

Bidders must clearly describe:

- Fleet management or compliance systems utilised (commercial or proprietary)
- Reminder and alert mechanisms for expiries
- Secure data storage and audit trails
- Reporting and dashboard capabilities
- Integration or export capability (Excel/PDF)
- Manual controls where systems are not automated

Methodologies should cover:

- Preventive compliance management
- Exception-based reporting
- Continuous improvement approach
- Risk-based driver profiling

**14. GENERAL CONDITIONS**

- NHLS is not obliged to accept the lowest quotation
- NHLS may appoint on a consolidated or modular basis
- All submission costs are for the bidder's account
- Appointment is subject to internal approvals and contract finalisation

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**FORM OF OFFER (SBD 7)**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**PROVISIONING OF COMPREHENSIVE FLEET SERVICES INCLUDING LICENSING, TRAFFIC FINE ADMINISTRATION, FLEET MANAGEMENT, AND NEW DRIVER ASSESSMENT FOR A PERIOD OF 3 YEARS**

The bidder, identified in the offer signature block, has examined the documents listed in the submission data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of the RFQ.

By the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:**

Rand. ....

..... (in words);

R..... (in figures)

This offer may be accepted by the employer by signing the acceptance this form of offer before the end of the period of validity stated in the submission data, whereupon the bidder becomes the party named as the contractor in the conditions of contract identified in the contract data. We further undertake that upon final acceptance of our offer; we will commence with delivery when required to do so by the Client. Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Offer, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Quotation (RFQ).

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

Signature(s) .....

Name(s) (Print name of signatory) .....

Capacity .....

Name of the Bidder .....

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**5. RFQ EVALUATION PROCESS**

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on a three-phased approach (3-Stages):

**Stage 1: Administrative Compliance**

All incomplete submissions and respondents who do not meet the compliance requirements at quotation submission will be eliminated from further evaluation.

**Stage 2: Functionality (Technical) Evaluation Criteria**

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on meeting minimum threshold criteria of **80%**.

**Stage 3: Price and specific goals**

The final evaluation phase will be based on Price and Specific Goals.  
Determination of Percentage for Price – 80 percentage, & Determination of level for Specific Goals – 20 percentage

**Stage 1: Administrative Compliance**

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorized as follows:

**a) Returnable Documents (to be returned by Bidders)**

**(NOTE: Failure to provide the below listed documents WILL lead to disqualification)**

1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC)	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The Bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).</b>		
2. Fully completed and signed Declaration of Interest SBD 4	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The Bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4</b>		
3. Fully completed and signed RFQ document.	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the fully completed and signed RFQ document.</b>		
4. Bidder must complete the pricing Schedule.	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The Bidder must submit and attach to the bid response fully completed pricing Schedule.</b>		

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5. Tax Clearance Pin.	<b>Comply</b>	<b>Do Not Comply</b>

**Substantiation: The Bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).**

6. The Bidder must provide the CSD Registration number (MAAA number)	<b>Comply</b>	<b>Do Not Comply</b>

**Substantiation: The Bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the updated CSD Summary Report.**

**Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor:**

B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1.	<b>Comply</b>	<b>Do Not Comply</b>

**Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a Sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.**

**Stage 3: Functionality (Technical) Evaluation Criteria**

During this stage RFQ response documentation will be evaluated against compliance to the Functional and Technical Specifications. Bidders who do not meet the minimum threshold of 80% will be disqualified from further evaluation.

**Technical/ Functionality Evaluation Criteria**

**Criteria for evaluating the submitted proposals: Technical Evaluation (Service providers should score a minimum threshold of 80%)**

No.	Evaluation Criterion	Weight (%)	Sub-Criteria (What Will Be Evaluated)	Required Substantiation / Evidence to be Submitted
1	Understanding of Scope	20	Understanding of NHLS fleet operations Understanding of the regulated transport environment Alignment to NHLS compliance and risk profile	Written narrative demonstrating understanding Service approach per service area Risk identification and mitigation plan
2	Technical Capability	30	Fleet compliance systems Licensing & renewal tracking Dangerous Goods management Vehicle servicing scheduling Driver assessment capability	Description of systems used Screenshots or architecture diagrams Sample dashboards and reports Methodology documents
3	Experience & Track Record	20	Experience in similar fleet environments Public sector or large fleet exposure; National footprint	Company profile List of similar contracts (5 years) Three contactable references
4	Value-Added Services	10	Innovation Risk reduction Cost optimization	Value-added proposal Case studies

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5	New Driver Assessment Capability	5	New driver onboarding License & PDP verification Risk profiling Medical fitness (where applicable)	Assessment methodology, including tools and processes to be applied; sample scorecards and assessment instruments; sample driver assessment reports; assessor qualifications and credentials; and proof of previous relevant experience, including evidence of having conducted driver assessments for a minimum of two (2) client organisations.
6	Value Added Services	15	Digital Fleet Intelligence and Reporting Dashboard	1. Bidders to provide Real Time Fleet Dashboard 2. Provide Maintenance Compliance Tracking 3. Custom KPI reporting 4. Monthly Updates on Traffic Infringements for the Fleet ✓
7	<b>Total</b>	<b>100</b>		
8	<b>Threshold</b>	<b>80</b>		

**Stage 3: Price And Specific Goals Criteria**

Bid will be evaluated based on the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose, SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

<b>Price Assessment</b>	<b>80 Points</b>
<b>Specific Goals</b>	<b>20 Points</b>

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**6. SCHEDULE OF WORK CARRIED OUT BY THE BIDDER**

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded over the last five (3) years, including the current contract (if any). This information shall be deemed to be material to the award of this bid.

Company Name	Nature of work	Value of the work	Contact person & contact number	Duration of the project (Start and end date)
		R		
		R		
		R		
		R		
		R		
		R		

Signature of person authorized to sign the bid: \_\_\_\_\_

Date: \_\_\_\_\_

**7. DECLARATION OF INTEREST**

**SBD4**

**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 interest<sup>1</sup> 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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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<sup>1</sup> 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.

2.2.1 If so, furnish particulars:  
.....  
.....

**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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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.

**RFP NO. 199713 – PROVISIONING OF COMPREHENSIVE FLEET SERVICES INCLUDING LICENSING, TRAFFIC FINE ADMINISTRATION, FLEET MANAGEMENT, AND NEW DRIVER ASSESSMENT FOR A PERIOD OF 3 YEARS**

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

SBD 6.1

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

This preference form must form part of all bidders 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**

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to quote (RFQ):

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

**1.2 To be completed by the organ of state**

a) The 80/20 preference point system will be applicable in this RFQ. The lowest/ highest acceptable tender will be used to determine the accurate system once bidders 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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a bidder 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) **“bid”** 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;

# **FQ NO. 199713 – PROVISIONING OF COMPREHENSIVE FLEET SERVICES INCLUDING LICENSING, TRAFFIC FINE ADMINISTRATION, FLEET MANAGEMENT, AND NEW DRIVER ASSESSMENT FOR A PERIOD OF 3 YEARS**

“The Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## **(e) “Historically Disadvantaged Individual (HDI)”**

- i. Means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to 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 a female; and/or
  - iii. Who has a disability
- (f) “**Disability**” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- (g) “**Youth**” Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)
- “**Specific goals**” means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or group of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

## **3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

### **3.1. POINTS AWARDED FOR PRICE**

#### **3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

$$P_s = 80 \left( 1 - \frac{80/20}{P - P_{min}} \right)$$

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>min</sub> = Price of lowest 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 bidder 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 quotations for income-generating contracts, that either the 80/20 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 preference point system will apply and that the lowest

**RFQ NO. 199713 – PROVISIONING OF COMPREHENSIVE FLEET SERVICES INCLUDING LICENSING, TRAFFIC FINE ADMINISTRATION, FLEET MANAGEMENT, AND NEW DRIVER ASSESSMENT FOR A PERIOD OF 3 YEARS**

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 80/20 preference point system.

**Points awarded for historically disadvantaged individuals**

Preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP= Points awarded for equity ownership by an HDI

NOP= The maximum number of points awarded for equity by an HDI in that specific category

EP= The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification certificate for every separate tender.

**Table 1: Specific goals for the RFQ 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 bidder 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)	Percentage Owned (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	6	%	
Woman	4	%	
Disabled	1	%	
Youth	4	%	
Locality <ul style="list-style-type: none"> <li>• City of Johannesburg = 5</li> <li>• Gauteng Province = 2</li> <li>• National = 0</li> </ul>	5		
<b>Total Points</b>	<b>20</b>		

**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 bidder 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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... .....

