



Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

REQUEST FOR QUOTATION

QUOTATION NO:122/23/24

PREPERATIONS FOR COF OVER ISUZU TRUCK

Quotations are hereby called from suitably qualified and experienced service providers to prepare certificate of roadworthy and submit passed certificate to the municipality (COF) as per following inspection:

Selling of quotation document will commence on **Friday, 07th of June 2024. The cut-off time for selling of quotation documents will be on Tuesday, 11th of June 2024 @ 15H00**

The physical address for payment is No.2 Nkonjane Road Sundumbili (cashiers office) Protection services, payment of a non-refundable fee of **R60.00** (inclusive of VAT)

The documents will be issued on briefing session.

A **compulsory** briefing meeting will be held on the **12th of June 2024 at 15:00**. Prospective bidders shall meet at 2 Kingfisher Road, Civic center. Failure to attend the compulsory will lead to disqualification.

SCOPE OF WORK

As per attached roadworthiness test sheet for NZ 15967
The municipality will do inspection after submitting COF certificate.

SPECIFICATION

The work will be done over NZ5967 NP400 Isuzu truck
The model of the truck is 2014

BASIC REQUIREMENTS BIDDER

The landscape plan must include the following basic requirements:

- The company must be registered RMI
- The company must have a third-party liability insurance
- A CV of a qualified diesel mechanic with at least 5 years' experience in the industry
- Recommendation letters over a similar project

EVALUATION CRITERIA

No	Evaluation Matrix	Points %	Means of verification	Score
1	Experience of the bidder in similar projects. ▪ The bidder shall furnish a list of similar projects of Undertaken in the last 5 years with references having details of persons to be contacted to verify the claims.	40	Business profile Referees	

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SC Mdlletshe | Cllr. CZ Mdlletshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe

	<table><tr><td>Number of projects</td><td>0-1</td><td>2-3</td><td>4 and above</td></tr><tr><td>Points</td><td>10</td><td>25</td><td>40</td></tr></table>	Number of projects	0-1	2-3	4 and above	Points	10	25	40			
Number of projects	0-1	2-3	4 and above									
Points	10	25	40									
2	Experience of the diesel mechanic in executing similar job The bidder shall furnish a CV of the mechanic with the list of similar job undertaken in last 5 years and references having details of persons to be contacted to verify the claims. <table><tr><td>Number of years</td><td>3-5</td><td>6-8</td><td>9 and above</td></tr><tr><td>Points</td><td>10</td><td>20</td><td>30</td></tr></table>	Number of years	3-5	6-8	9 and above	Points	10	20	30	30	CV Contactable referees	
Number of years	3-5	6-8	9 and above									
Points	10	20	30									
3	Qualification of the diesel mechanic The bidder shall furnish a CV indicating credentials of the diesel machinic and proof of relationship <table><tr><td>Type of qualification</td><td>Trade test Certificate</td><td>Diploma with trade</td><td></td></tr><tr><td>Points</td><td>15</td><td>30</td><td></td></tr></table>	Type of qualification	Trade test Certificate	Diploma with trade		Points	15	30		30	CV with Contactable references	
Type of qualification	Trade test Certificate	Diploma with trade										
Points	15	30										
4	The bidder must score a minimum of 60 point in order to qualify to be further evaluated											

- The successful service provider is expected to obtain 60% of the evaluation matrix

DELIVERABLES

COF Certificate

Quotations will be evaluated and adjudicated according to the following criteria:

- Third Party liability insurance (Minimum R200 000.00)
- The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD
EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD
Enterprise 100% owned by Women	2	ID Copy of directors and CSD

- All bidders must be registered on the National Treasury's Central Supplier Database (CSD). The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state

- Council's Supply Chain Management Policy.
- Prices tendered must be firm and inclusive of 15% VAT.
- Most recent municipal account /utility bill, which the business is registered; Metro or District municipality (water/sewer) and local municipality (electricity, rates and other) or if the bidder is a tenant then a full lease agreement must be provided and a certificate from the landlord indicating that the levies are not in arrears or proof of residence and affidavit stating that the ward in which the business is situated is exempted from paying electricity, rates and water. The document submitted must be not older than 3 months and any account in arrears more the 3 months is unacceptable. (Submit both for the bidder and directors)
- Relevant required experience of **AT LEAST ONE** similar project. The Bidder is required to provide at least (one) award letter or purchase order and recommendation letter stating that the projects were successfully completed in this regard.
- All bidders must have a Letter of good standing for Compensation for occupational injuries and Diseases act, 1993 (Act No. 130 of 1993)
- Fully completed Bill of Quality in a permanent black ink.
- A CV of a qualified diesel mechanic with at least 5 years' experience in the industry
- RMI certificate
- 60% of matrix evaluation
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- No quotations will be considered from persons in the services of any organ of the state.
- The Bidder has not (i) abused the Employers Supply Chain Management system (ii) failed to perform on any previous contract and has been given a written notice to this effect.
- Resolution to Sign Documents on behalf of the company.
- Copies of Company/ CC/ Trust/ Partnership registration certificates.

Quotations are to be completed in accordance with the conditions attached to the Quotation document and must be sealed in an envelope and marked: **"QUOTE NO.: 122/23/24 "PREPERATIONS FOR COF OVER ISUZU TRUCK"**. and must be deposited in the quotation box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni **not later than 12H00, 14th of June 2024, Friday. Closing time will only be determined by the Municipal watch displayed on the Municipal wall at the reception.** The name and address of the Bidder must be clearly written on the sealed envelope containing the Quote Document. **Late Quotation Documents received by way of post, facsimile or e-mail will, under no circumstances, be considered.**

The Mandeni Municipality subscribes Municipal Supply Chain Management Policy and Preferential Procurement Framework Act, Act 5 of 2022. The Municipality does not bind itself to accepting the lowest, or any quotation, either wholly or in part or give any reason for such action and Prices quoted must be firm and inclusive of VAT. Canvassing in any form in the gift is strictly prohibited and will lead to the disqualification of the tender.

Queries regarding this notice may be directed to Reggie Mavuso at 032 456 8200 or Lungisani Nduli at Lungisani.nduli@mandeni.gov.za 032 345 8216 for SCM queries


MR S. G KHUZWAYO
MUNICIPAL MANAGER

DATE 07/06/24