



**BID NUMBER: CD62/2024**

**SUPPLY, DELIVERY AND FITMENT OF NEW  
TYRES, TUBES, PROVIDE WHEEL PUNCTURE  
REPAIRS, WHEEL BALANCING AND  
ALIGNMENT FOR CENTLEC FLEET.  
SERVICE TO INCLUDE SUPPLY, DELIVERY AND  
FITMENT OF SHOCKS, EXHAUSTS, BRAKES,  
BATTERIES, SUSPENSION PARTS AND  
REPAIRS AND TOWBARS**

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## ABBREVIATIONS

Table 1: ABBREVIATIONS

<b>CPA</b>	Contract Price Adjustment
<b>CPI</b>	Consumer Price Index
<b>CSD</b>	Central Supplier Database
<b>COIDA</b>	Compensation for Occupational Injuries and Disease Act
<b>ECE</b>	Economic Commission Europe
<b>ISO</b>	International Organisation for Standardisation
<b>NRCS</b>	National Regulator of Compulsory Specification
<b>PPI</b>	Producer Price Index
<b>ROE</b>	Rates of Exchange
<b>SABS</b>	South African Bureau of Standards
<b>SANAS</b>	South African National Accreditation System
<b>SARS</b>	South African Revenue Services
<b>SARB</b>	South African Reserve Bank
<b>MBD</b>	Municipal Bidding Document
<b>SEIFSA</b>	Steel and Engineering Industries Federation of South Africa
<b>VAT</b>	Value- Added Tax

## 1. INTRODUCTION

CENTLEC (SOC) Ltd, a Municipal Entity distributing electricity in Mangaung and other Municipalities in the Free State, hereafter referred to as CENTLEC, invite suitable professional service providers to supply, deliver and fit tyres, tubes, shocks, exhausts, brakes and batteries as well as tow bars and suspension for CENTLEC's vehicles. This service should include wheel balancing and alignment for all fleet items including, sedans, pick-ups, trailers, trucks and construction fleet items. The appointment is for a duration of 36 months.

## 2. MINIMUM SUBMISSION REQUIREMENTS

### **Any omission of the below listed items would render an automatic disqualification**

- 2.1 Supply unique security personal identification number (PIN) and/or original Tax Clearance Certificate for Tax compliant status.
- 2.2 Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
- 2.3 The bidder must be registered on the National Treasury Centralized Suppliers Database
- 2.4 Bidder should provide proof that they are an approved fitment centre for all products and services offered, i.e. registered with the Retail Motor Industry (RMI).
- 2.5 Bidders must submit a homologation letter from the manufacturers, importers and/or distributors as per the National Regulator for Compulsory Specifications Act, No. 5 of 2008.

## 3. SCOPE OF WORK

- 3.1 Supply, delivery and fitment of new tyres.
- 3.2 Repairing of punctured tyres (loose tyres and fitted tyres).
- 3.3 Wheel alignment of vehicles (inclusive of LDV's, sedans, trailers, trucks 3 500kg, etc.).

- 3.4 Balancing of tyres.
  - 3.5 Disposal of worn/defective tyres.
  - 3.6 Field services to attend breakdowns / puncture repairs – 24hour service.
  - 3.7 Supply, delivery and fitment of shocks.
  - 3.8 Supply, delivery and fitment and/or repair of exhausts and related components.
  - 3.9 Supply, delivery and fitment and/or repair of brakes and related components.
  - 3.10 Supply, delivery and fitment and/or repair of batteries and related components.
  - 3.11 Supply, delivery and fitment and/or repair of towbars and related components.
  - 3.12 Supply, delivery and fitment and/or repair of suspension and related components.
- Services will be requested as and when required**

#### **4. LEGISLATIVE AND REGULATORY FRAMEWORK**

##### **4.1 Industry Related Legislations**

This bid is subject to all applicable industry related legislation, particularly the legislation stated below. The successful bidder must comply with the legislations stated below.

- a) Waste Tyre Regulation No 31901 of 2009;
- b) Environmental Conservation Act 73 of 1999;
- c) Waste Management Act No 278 of 2008;
- d) National Environmental Management: Waste Act No.59 of 2008;
- e) Compensation for Occupational Injuries and Disease Act 130 of 1993;
- f) National Road Traffic Act, 1996 (Act No.93 of 1996) ; and
- g) Waste Tyre Regulation, 2017
- h) Municipal Supply Chain Management Regulations
- i) CENTLEC SCM Policy
- j) Government Notice R1125 of 16 November 2001
- k) ISO14400:2021 Road vehicles – wheels and rims – use, general maintenance and safety requirements

- 4.1.1 All pneumatic tyres for use on passenger and commercial vehicles and trailers must conform to compulsory safety standards. To comply with safety requirements on an on-going basis such tyres must be subject to an approval process (homologation).

4.1.2 Any tyre producer in terms of part 3 of the Waste Tyre Regulation must subscribe to an Integrated Industry Waste Tyre Management Plan (IIWTMP) approved by the Minister of Water and Environmental Affairs. A tyre producer’s failure to subscribe to an approved IIWTMP whilst continuing to produce tyres would constitute an offense.

4.1.3 Bidders must ensure both passenger and commercial tyres as well as trailer tyres offered conform to the following latest specifications and corresponding ECE Regulations and Directives:

**Table 2: Conformance to Specification**

Description	Category
New Pneumatic tyres for Passenger Cars and their Trailers	Compulsory Specification: VC8056 ECE Regulation 30
New Pneumatic tyres for Commercial Vehicles and their Trailers	Compulsory Specification: VC8059 ECE Regulation 54
Motor vehicle tyres and rims dimensions and loads	SANS 1550-2-2018 (Part 1 – 10)
Repairs to tyres for motor vehicles, tubes and valves	SANS 10408:2018

**All supporting documentation for the above must be included in the BID**

The tyres and puncture repairs shall be fully guaranteed against faulty workmanship and materials for not less than 12 Calendar months from date of fitment or repair.

4.1.4 Markings Required:

- a. Proof of compliance with the compulsory specification: “E” mark on the tyre and “E” Certificate and/or verification that the manufacturer operates a quality management system certified by an accredited authority (copy of certificate).
- b. The following additional markings must appear on the sidewall:
  - Size.
  - Tread Pattern.
  - Load/Speed Index.

- Date of manufacture.
- Radial/Bias.
- Serial Batch Number and
- Whether tubeless or not.

Examples: Passenger tyres: 185/70R14 90T TUBELESS M+S E4 2504

Commercial tyres: 12R22.5 150/154M E4 2504

Commercial tyres 7.00-16LT 112/115J or

Commercial tyre: 195R14C 106/104Q

## **5. TECHNICAL SPECIFICATION AND SCOPE OF WORK**

### **5.1 Fitment of tyres**

5.1.1 All pneumatic tyres for use on passenger and commercial vehicles and trailers in South Africa must conform to compulsory safety standards. To ensure that they comply with safety requirements on an ongoing basis they are subjected to an approval process (homologation).

5.1.2 Compulsory Specification: The manufacturer must have implemented an internationally recognized Quality Management system, and the tyres must conform to the applicable South African compulsory specifications and corresponding Economic Commission for Europe (ECE) Regulations and Directives

### **5.2 Exchange of tyres and rims**

5.2.1 Removal of damaged/worn tyre(s) from rim.

5.2.2 Recording of damaged/worn tyres' serial batch numbers.

5.2.3 Inspection and preparing the rim for the fitting of a new tyre (including the fitment of valves and tubes, where applicable).

5.2.4 Fitment of same or improved quality tyre to the rim.

5.2.5 Balancing of the new wheel to an approved standard (also check for possible buckle/bent of the rim).

### **5.3 Repair of tyres**

- 5.3.1 Removal of the wheel with the punctured tyre, from the vehicle, in accordance with the work order.
- 5.3.2 Inspection and repair of puncture (plug/patch from the inside method preferred).
- 5.3.3 Visual inspection of the rim to check defects, balancing check if suspected to be defective or not running true.
- 5.3.4 Reporting to CENTLEC fleet office of defective wheels and unrepairable punctures.
- 5.3.5 Re-fitment of repaired wheels to the vehicle.
- 5.3.6 Balancing of the new wheel to an approved standard.

### **5.4 Wheel balancing and alignment**

- 5.4.1 Alignment of wheels, axles and steering positions as well as angles of vehicles must be done to the manufacturer's specifications, when needed.
- 5.4.2 A record furnishing the details for each wheel and tyre assembly, must be kept by the successful bidder.
- 5.4.3 The details of each assembly must also be supplied to CENTLEC with the delivery on the completion of balancing and alignment.



## **5.5 Shock Absorbers**

- 5.5.1 Supply, delivery, and fitment of SABS approved shock absorbers for all CENTLEC fleet.
- 5.5.2 Shock absorber testing according to internationally recognized standards as per 4.1 (k) above.

## **5.6 Batteries**

- 5.6.1 Supply, delivery, and fitment of SABS approved batteries for all CENTLEC fleet.
- 5.6.2 Perform battery testing, service, and maintenance.
- 5.6.3 Replacement of batteries shall be as per vehicle manufacturer specification.

## **5.7 Tow Bars**

- 5.7.1 Supply, delivery, and fitment of SABS approved tow bars for all CENTLEC fleet (when required and as specified by CENTLEC).
- 5.7.2 Maintain and repair the electrical/wiring and sockets of the tow bars.
- 5.7.3 The fitment method of the tow bar should match the weight specification of the tow bar.

## **5.8 Brakes**

- 5.8.1 Supply, delivery and fitment of brake- disks, drums, shoes and pads for all of CENTLEC fleet according to the vehicle manufacturer recommended specification.
- 5.8.2 Perform brake testing, repairs, and maintenance (supply brake certificate).

## **5.9 Suspension**

- 5.9.1 Supply, delivery, and fitment of suspension parts for all of CENTLEC fleet according to the vehicle manufacturer recommended specification.

## **5.10 Exhaust**

5.10.1 Supply, delivery, and fitment of exhaust for all of CENTLEC fleet (preferably stainless steel).

5.10.2 Perform repairs as and when needed.

## **5.11 Inspection and Quotations**

5.11.1 Whenever a CENTLEC fleet item is attended to, the successful bidder is required to inspect all tyres, accessories and suspension. An inspection report shall be submitted to CENTLEC.

## **5.12 Maintenance of records**

5.12.1 The successful bidder shall keep a separate and reliable record of goods and services delivered (indicating the order and invoice number), available for CENTLEC inspection.

5.12.2 A monthly statement providing the following data for all transactions against the contract shall be provided at the end of each month to the Fleet office.

5.12.2.1 Work order details and date.

5.12.2.2 CENTLEC fleet number.

5.12.2.3 Details of goods and/or services provided.

5.12.2.4 Invoice number and date.

5.12.2.5 Odometer reading of vehicle.

## **6. SUBMISSION OF BIDS**

### **6.1 Hardcopy and Electronic Bidding**

6.1.1 Bidders must submit the bid in the following format:

- i. One (1) original hard copy clearly marked as "original".
- ii. One (1) memory stick or USB with all the documents on the original hard copy and a soft copy of the pricing schedule in Excel and PDF format.
- iii. Bidders must ensure that the USB is labelled, virus free and physically attached to the submission document.

- 6.1.2 All electronic data submitted must be an exact copy of the hard copy document. Any discrepancies between the electronic data and the hard copy, the hardcopy will take precedence.
- 6.1.3 After completing the pricing schedule electronically, the electronic version of the pricing schedule must be printed and submitted together with other bid documents which will serve as the hard copy of the bid.

## **6.2 Pricing structure and schedule**

- 6.2.1 The pricing schedule provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof.
- 6.2.2 All prices must be furnished in RSA (Rand) currency.
- 6.2.3 Bidders are required to complete all the prices as contained in the pricing schedule, mandatory response fields and item questionnaires on the provided pricing schedule for the individual items (marking with "n/a" where not applicable).
- 6.2.4 Bidders must complete the Excel version of the price schedule and submit it as soft copy on a memory stick, over and above the soft copy, a signed hard copy must be submitted together with the bid.
- 6.2.5 The Excel pricing schedule must also be converted into a Portable Document Format (PDF) and submitted on the memory stick.
- 6.2.6 The prices as requested in the price schedule must not include any settlement discounts for early payments.
- 6.2.7 A bidder may offer more than one brand of tyre in the same category (see sheet 4 of excel spreadsheet related to example of multiple offers).
- 6.2.8 CENTLEC requires each bidder to indicate whether a tyre is a run flat tyre or not. In the event that a run flat tyre and normal tyre falls under the same category, both items should be offered as separate items.

## **7. INSPECTION AND AUDIT**

- 7.1** CENTLEC reserves the right to inspect the premises or audit any document pertaining to this contract at any time during the tenure of the contract.
- 7.2** Should any audit or inspection reveal that the service provider has not complied with any of the terms of this contract, the service provider shall be charged for the cost of the audit or inspection as well as the cost of any losses incurred by CENTLEC associated with such non-compliance.
- 7.3** In the event referred to in paragraph 7.2 above, CENTLEC reserves its right to terminate this contract should the service provider fail to remedy such breach accordingly.

## **8. CONFIDENTIALITY OF INFORMATION**

- 8.1** The service provider and their employees shall regard all information which they obtain or is entrusted with by CENTLEC whilst executing the contract, as confidential, and shall accordingly not disclose such information.

## **9. SPECIAL CONDITIONS**

### **9.1 The successful bidder shall ensure the following.**

- 9.1.1** Standard manufacturers' guarantees and warranties to be provided for all goods and services supplied.
- 9.1.2** All materials (i.e. tyres, tubes, spares, etc.) must conform to South African National Standards and proof thereof must be submitted with the BID proposal.
- 9.1.3** CENTLEC cannot guarantee the volume or quantity of tyres that will be purchased, or repairs required. The successful bidder will nevertheless be required to maintain adequate stock of tyres and tubes to enable the supply of CENTLEC's requirements without undue delay. CENTLEC will not be bound to purchase any stock held by the successful bidder when the contract is terminated, for whatever reason.
- 9.1.4** Preference will be given to tyres manufactured in the Republic of South Africa. All sizes offered must be to the latest mould specifications and of equal standing height. Products on offer must comply with the applicable South African National Standards (SANS).

- 9.1.5 The kilometres attained by the tyres provided by the successful bidder will be monitored against industry norms to verify quality.

## **9.2 General**

- 9.2.1 The successful bidder will be expected to enter into a Service Level Agreement with CENTLEC for 36 months.
- 9.2.2 The bidder must be able to render a 24/7 field service, as and when required, with a minimum of two (2) fully equipped call-out vehicles available.
- 9.2.3 Call outs for possible emergency repairs, normal and after hours, must be dealt within a maximum of two (2) hours of a call being logged (an emergency turn-around time will be agreed upon for fleet items not in the Mungaung area).
- 9.2.4 CENTLEC's normal working hours are from 07H30 to 16H00 Monday to Friday, excluding Public Holidays. The successful bidder shall undertake to carry out the installation, maintenance and/or repairs during CENTLEC's normal working hours when and if work is conducted on CENTLEC's premises, unless prior arrangements for working outside CENTLEC's normal working hours have been made.
- 9.2.5 Bidder must make his facilities available for inspection in order to evaluate the facilities (i.e. workshops, tooling, manuals, personnel and administrative control systems) as it presently exist for capability assessment purposes.

## **9.3 Materials to be used**

- 9.3.1 In the execution of this contract the successful bidder shall use only material or parts of the best quality acceptable to the trade. Should it be revealed that material or parts of inferior quality is being or was used, CENTLEC shall have the right to order such material or parts to be dismantled or removed as the case may be and replace it by material or parts of approved quality at the successful bidder's expense.

#### **9.4 Return of defective projects**

9.4.1 Defective or unsatisfactory projects or work will be referred back to the successful bidder who will be required to give immediate attention to defective projects as reported. CENTLEC will not consider further payment in regard to additional work affected in these cases.

#### **9.5 The successful bidder;**

- 9.5.1 Will ensure that all regulations as per the OHS Act are adhered to, and that all equipment shall comply with all safety requirements as prescribed in the Occupational Health and Safety Act No 85 of 1993 (Latest revision). The successful bidder furthermore must accept full responsibilities as per Clause 10 of the Occupational Health and Safety Act No 85 of 1993, "General duties of manufacturers and others regarding articles and substances for use at work".
- 9.5.2 Must have an internal health and safety department to assist with specific on-site requirements.
- 9.5.3 Must be able to provide MSDS (Material Safety Data Sheet) on request.
- 9.5.4 The successful bidder will have to ensure that the SHERQ documentation is audited regularly for the duration of the contract.

### **10. EVALUATION CRITERIA**

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of CENTLEC. The most suitable candidates will then be selected. Please take note that CENTLEC is not bound to select any of the bidders submitting proposals.

Furthermore, technical competence is the principal selection criteria, CENTLEC will evaluate the technical criteria first, and will only look at the price and specified goals if it is satisfied with the technical evaluation. As a result of this, CENTLEC does not bind itself in any way to select the bidder offering the lowest price. CENTLEC (SOC) Ltd reserves the right to appoint one or more service providers to complete various services as and when required.

10.1 The relative technical weighting of the criteria is as follows (Stage 1):

**Table 3: Evaluation Criteria**

<b>No</b>	<b>Criteria</b>	<b>Description</b>	<b>Points</b>
1.	Track record and experience	<p><b>Provide company profile and the letters of reference to confirm track record and detail of services rendered to date, with detail regarding scope of work.</b></p> <p>Number of years active and experience gained in this field, to whom services were provided, and a record of services rendered as well as quantities, <b>complete with reference letters.</b></p> <p>Score will be based on number of reference letters;</p> <p>Two (2) to Three (3) years` with two (2) reference letters = <b>15 points</b></p> <p>Four (4) to Six (6) years` experience with four (4) reference letters = <b>20 points</b></p> <p>Seven (7) and more years` experience with six (6) reference letters = <b>30 points</b></p>	30
2.	Technical Capability	<p>Curriculum Vitae of one (1) Administrative Personnel to prove his/her relevant experience as administrative personnel in the tyre services and fitment centre industry.</p> <p>Two (2) to Three (3) years` experience = <b>15 points</b>                      Four (4) years` experience, and more = <b>20 points</b></p> <p>Curriculum Vitae of two (2) Fitment Centre Technicians to prove his/her relevant experience as a technician in the tyre services and fitment centre industry.</p> <p>Two (2) to Three (4) years` experience = <b>15 points</b>                      Four (4) years` experience, and more = <b>20 points</b></p>	20  20
3.	Locality in the Mangaung Metropolitan area	<p>The bidder should have.</p> <p>a) Their own local support facilities = <b>30 points</b>                      b) If not, but within RSA = <b>10 points</b></p>	30
		<b>Points</b>	<b>100</b>

A bidder who gets a minimum of 55 points and above will qualify to the next stage. Individual bidders would have to be evaluated according to the preferential point system.

The bidder must score minimum points as follows:

Item 1 – 15 points

Item 2 – 30 points

Item 3 – 10 points, in the Evaluation Criteria.

**10.2 PRICE AND PREFERENTIAL POINTS SCORING – STAGE 2 (Price and Specified Goals)**

All Bidders that have passed the technical evaluation threshold of 55 points would also be scored based on the 80/20 principle where 80 Points is for the Price and 20 points for specific goals as per the detail given below.

**10.3 Points awarded for price.**

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

$$\text{Where } P_s = 80 \left[ 1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

$P_s$  = Points Scored for comparative price of bid under consideration

$P_t$  = Comparative Price of bid under consideration

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

**10.4 Points awarded for Specified Goals**

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the specified goals in accordance with the table below.

**Table 4: Specified Goals for Preferential Point System**

<b>Specified Goals</b>	<b>Points Allocation</b>
50% Black owned(attach detailed CSD report)	10
50% Women owned(attach detailed CSD report)	5
50% Youth owned <35 years(attach detailed CSD report)	5
<b>Total Points</b>	<b>20</b>



## 11. PRICING

### 11.1 Contract Price

- 11.1.1 The contract price(s) shall be CPI based. Year 2 and 3 will be based on CPI as per Service Level Agreement requirements.
- 11.1.2 Price list (Price should be in Rand and exclusive of VAT)
- 11.1.3 Traveling cost should be as per AA rates.
- 11.1.4 Any item or work not covered in the pricing schedule (attached), the supplier`s quotation and/or invoice must be submitted with the Successful Bidder`s quotation and/or invoice.

### 11.2 Price lists attached hereto:

- 11.2.1 CD62/2024-01 General Pricing List
- 11.2.2 CD62/2024-02 Accessories Pricing List
- 11.2.3 CD62/2024-03 Tyres Pricing List
- 11.2.4 CD62/2024-04 Tubes and Flaps Pricing List
- 11.2.5 CD62/2024-05 Batteries Pricing List
- 11.2.6 CD62/2024-06 Suspension Pricing List

## 12. CONTACT DETAILS

- 12.1 For any further technical information regarding the document contents please contact Me Chantelle Moodie e-mail: [chantelle.moodie@centlec.co.za](mailto:chantelle.moodie@centlec.co.za) . Such queries must be done in writing, the email address provided serves this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.
- 12.2 For Supply Chain related questions, please contact Me Palesa Makhele at 051 412 2753 or at [palesa.makhele@centlec.co.za](mailto:palesa.makhele@centlec.co.za) .