

# RT57 End User Manual and Guidelines

**Version 2**

**Date: April 2026**

## **1. INTRODUCTION AND BACKGROUND**

- 1.1. Contract RT57 is utilized by the State for the procurement of sedans, light and heavy commercial vehicles, buses, motorcycles, agricultural tractors, construction plant, and equipment for a period of 36 months.
- 1.2. This manual and the associated guidelines should be used during the ordering and delivery processes for all vehicles and equipment procured through the contract.
- 1.3. This manual does not supersede the General Conditions of Contract (GCC) or Special Conditions of Contract (SCC) and must be interpreted in alignment with them. In the event of any conflict between the manual and the SCC, the SCC shall take precedence.

## **2. GENERAL RT57 CONTRACT PRINCIPALS**

- 2.1. Contract RT57 consists of the Special Conditions of Contract, the RT57 Vehicle List, the list of accessories per supplier, the delivery charges per supplier and the technical specifications to which all converted vehicles need to adhere to.
- 2.2. Due to the continuous changes in vehicle models and factors influencing vehicle pricing, contractors are required to submit revised pricing for existing models, as well as pricing for new vehicle models, on an annual basis upon renewal of the contract.
- 2.3. During this process, all vehicles offered by the existing suppliers are re-evaluated based on their submissions. The list of vehicles on the contract will therefore change on an annual basis.
- 2.4. The contract does not make provision for CPI adjustments, but the vehicle prices are adjusted every four months based on the changes in the annual rate of exchange.
- 2.5. The vehicle price at the time of delivery may therefore not be the same as the price at the time of the order being placed.

## **3. CONTRACT STRUCTURES AND ANNEXURES**

- 3.1. The contract consists out of the following documents:
  - 3.1.1. Special Conditions of Contract
  - 3.1.2. The RT57 Vehicle Price list
  - 3.1.3. The vehicle delivery charges for each manufacturer
  - 3.1.4. List of accessories and optional extras per manufacturer
  - 3.1.5. The technical specifications for all vehicle conversions

3.2. These documents are available on the National Treasury website:  
<https://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>

#### **4. CONTRACT PARTICIPATION**

- 4.1. In preparation for the tender, National Treasury will issue a notice to all departments and end users to indicate their participation in the contract.
- 4.2. The list of participating departments is contained in the Special Conditions of Contract or the Contract Circular as issued by National Treasury upon award of the contract.
- 4.3. Should the name of a department or an end user not appear on the Special Conditions of Contract or the Contract Circular, the end user will need to apply to National Treasury for post award participation. This will also be applicable to any new user of the contract.
- 4.4. Once National Treasury approved the participation by an end user on the contract, National Treasury will issue the letter approving their participation or an updated participant circular on the National Treasury website.

#### **5. ORDERING AND DELIVERY STEPS**

- 5.1. For the purposes of this manual the following steps in the vehicle ordering and delivery process will be discussed:
  - 5.1.1. Step 1: Identify vehicle requirements
  - 5.1.2. Step 2: Quotations and internal approval
  - 5.1.3. Step 3: Placement of a vehicle order
  - 5.1.4. Step 4: Monitoring and compliance
  - 5.1.5. Step 5: Vehicle delivery verification and acceptance
  - 5.1.6. Step 6: Processing of payments
  - 5.1.7. Step 7: Report issues and request support
  - 5.1.8. Step 8: Stay updated on price reviews and contract renewals

#### **6. STEP 1: IDENTIFY VEHICLE REQUIREMENTS**

- 6.1. When purchasing a fleet vehicle, the following should be considered:
  - 6.1.1. Area of operation and dealership coverage

The end user needs to ensure that there are sufficient dealerships of the preferred vehicle in the area in which it will operate. Having to travel long distances to take vehicles in for repairs and services are costly and time consuming.

#### 6.1.2. Terrain of Operation

Considerations should be given to where the vehicle will operate. As an example, where a vehicle will need to travel on gravel roads, it may be an option to consider a vehicle with a higher ground clearance such as a LDV or a SUV.

#### 6.1.3. Accessories required

Some vehicles require accessories to be able to fulfill its functions. As an example, a LDV that will be transporting school books or training material may require a canopy. It is always preferable to have any accessories fitted by the OEM to ensure that the warranty of the vehicle is not affected.

#### 6.1.4. Other limitations

There may be other limitations at a specific area of operation. Examples of this may be:

- a hospital where the ambulance needs to enter the basement to drop off patients, where a high roof ambulance may not be able to enter
- A refuse truck that needs to operate in an informal settlement may need to be single axle, short wheel base to allow it to turn in tight roads.

#### 6.1.5. Stock availability and delivery time lines

The end user needs to ensure that the supplier have the stock and can meet the delivery time lines as required by the end user.

## **7. STEP 2: QUOTATIONS AND INTERNAL APPROVAL**

### 7.1. The following steps needs to be taken to place a vehicle order:

- 7.1.1. The end user needs to obtain the required internal approvals in line with their internal processes to proceed with the procurement of vehicles. This may differ between end users.

- 7.1.2. Once approval has been granted, the end user will obtain a quotation from the 1<sup>st</sup> ranked supplier, check vehicle availability and confirm possible delivery dates. Where vehicles are not available or the vehicle delivery dates does not meet the requirement or the supplier does not respond to the request for a quotation within three days, the end user should approach the 2<sup>nd</sup> ranked supplier and continue the process until a quote or quotations are received.
- 7.1.3. The quotation needs to be scrutinized to ensure that there is no addition, other than those provided for. The following are to be included in the RT57 vehicle base price:
- 7.1.3.1. VAT
  - 7.1.3.2. Pre-Delivery Inspection (PDI)/Pre-delivery Service (PDS),
  - 7.1.3.3. Emission Tax
  - 7.1.3.4. Micro Dotting as per SANS specifications
- 7.1.4. When the quotation is requested, the end users needs to ensure the following:
- 7.1.4.1. That the location of the vehicle delivery point is provided to ensure accurate vehicle delivery costs
  - 7.1.4.2. Inclusion of all required accessories
  - 7.1.4.3. All optional extras such as maintenance or service plans.
  - 7.1.4.4. Any conversion details as required.
  - 7.1.4.5. Indication on whether the vehicle should be registered and licensed as part of the delivery process.
- 7.1.5. An end user may deviate from using the 1<sup>st</sup> ranked supplier for the reasons as provided for in the Special Conditions of Contract.
- 7.1.6. It is recommended that the possibility of a price increase be covered and provided for in the budget and in the approval process.

## **8. STEP 3: PLACEMENT OF A VEHICLE ORDER**

- 8.1.1. Once the internal approval has been granted, an official order number needs to be issued to the supplier on RT57.
- 8.1.2. When issuing the order, the end user needs to provide for partial payments (in line with the number of vehicles ordered) of the order or issue individual order numbers as not all orders are delivered in full. Due to vehicle availability or other practical matters, vehicles may be delivered in different batches.

8.1.3. The end user, where possible, needs to make provision for the possible escalation in prices. This can either be done by cancelling the order and issuing a new order or by only committing the amount on BAS once the adjusted price has been confirmed.

8.1.4. The order must be placed with the supplier, including all accessories and optional extras as scrutinized during the quotation process.

## **9. STEP 4: MONITORING AND COMPLIANCE**

9.1. The end user needs to ensure that the quoted amount is in line with the RT57 price list, that the delivery costs is in line with the delivery schedule and that the accessories prices corresponds to the accessory price list.

9.2. Where a fully converted vehicle is ordered, the end user needs to ensure that the full conversion is included in the quoted amount and that it corresponds to the RT57 price for a fully converted vehicle.

9.3. No additional items than those provided for in the Special Conditions of Contract and the technical specifications should be procured.

## **10. STEP 5: VEHICLE DELIVERY VERIFICATION AND ACCEPTANCE**

10.1. When a vehicle is delivered, the official will need to do a full vehicle inspection prior to signing the vehicle delivery note.

10.2. The following information needs to be confirmed during the inspection process:

10.2.1. Vehicle inspection sheet, confirming that the vehicle has been inspected and free of damage. Including spare wheels, emergency triangles and fire extinguishers where required.

10.2.2. A transaction slip confirming the amount of fuel disbursed as required per the vehicle category as contained in the Special Conditions of Contract.

10.2.3. Vehicle delivery note, confirming the following details:

10.2.3.1. Vehicle delivery date

10.2.3.2. Vehicle engine and chassis number

10.2.3.3. Vehicle color and type

10.2.3.4. Valid Certificate of Fitness (COF) where required

10.3. Where a vehicle has been converted, the following documentation needs to be supplied to the end user as part of the delivery process:

10.3.1. Body builders' certificate

10.3.2. Weigh bridge certificate, Mass Measuring Certificate (MMC)

10.3.3. Load Test Certificates, where required.

- 10.3.4. Builders Certificate of Compliance from Body Builder in accordance with the National Road Traffic Act, no 93 of 1996 as amended.
- 10.3.5. Registration Certificate RCI or first registration document.
- 10.3.6. NRCS (SABS) National Regulator for compulsory Specifications print out (E91) NRW certificate of Roadworthiness.
- 10.3.7. Quality control certificate/Quality control report. In the event of a conversion, the service provider will ensure that the number of passengers are corrected on the NATIS system as well as the vehicle description and color.
- 10.3.8. All vehicles that require road worthy certificates must be delivered with the road worthy documents, irrespective of it being converted or not, as well as all requirements for the vehicles in terms of the Road Traffic Act, such as conspicuity tape, speed limit sticker, fire extinguisher, seating capacity indicators and emergency exit signs.
- 10.4. Where required for specific equipment the SAMA documents needs to be provided.
- 10.5. Delivery of vehicles must be made in accordance with the instructions appearing on the official order forms issued by participating departments- /- institutions.
- 10.6. All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery has been affected.
- 10.7. Deliveries not complying with the order forms will be returned to the service provider at the service provider's expense.
- 10.8. Vehicles ordered must be collected within 10 working days from date of notification by the dealership.

## **11. STEP 6: PROCESSING OF PAYMENTS**

- 11.1. Prior to processing the payment, the end user needs to ensure the following:
  - 11.1.1. The following required documentation related to the specific vehicle delivery must be received by the end users:
    - 11.1.1.1. Tax invoice, complete with all particulars such as order number with only one vehicle reflected per invoice.
    - 11.1.1.2. Proof of delivery with only one vehicle reflected per invoice.
    - 11.1.1.3. All other documents required to legally register a vehicle.
  - 11.1.2. In terms of the invoice price, the following must be noted:

- 11.1.2.1. The invoice price to be paid by an organ of state shall be the price of the vehicle that is applicable at the time of delivery, unless such a time exceeds the delivery period as specified by the service provider, then the price at the time of the specified delivery period will be applicable.
- 11.1.2.2. In the event that there is a contract price adjustment, the invoice price will be determined by either the date on the invoice or the date of the POD, whichever is earliest.
- 11.1.3. That all defects at the time of the vehicle being delivered has been rectified.
- 11.2. The participating department/institution shall make payments to the service provider within thirty (30) days from date of the completion of the invoice process as set out above.
- 11.3. Where a reason was identified by the end user that does not allow the end user to process the payment, the RT57 supplier needs to be informed.
- 11.4. In the event that there are any discrepancies in the invoice or related documents, the thirty days will only commence upon the discrepancies being resolved.

## **12. STEP 7: REPORT ISSUES AND REQUEST SUPPORT**

- 12.1. The following needs to be reported to National Treasury and the National Department of Transport:
  - 12.1.1. Delays in vehicle deliveries
  - 12.1.2. Substandard workmanship
  - 12.1.3. Warrantees not being honored by the suppliers
  - 12.1.4. Non-adherence by suppliers to the RT57 SCC
- 12.2. Where the suppliers have been reported to National Treasury and the Department of Transport, the end user will be allowed not to order from the supplier during the contract period.

## **13. STEP 8: STAY UPDATED ON PRICE REVIEWS AND CONTRACT RENEWALS**

- 13.1. The contract provides for 4-monthly price adjustments in line with the changes in the Rate of Exchange.
- 13.2. The contract makes provision for a re-submission process, with the inclusion of new vehicle models on an annual basis.

13.3. Please consult the National Treasury website, for any possible notices or updates on the contract:

<https://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>