

**REQUEST FOR QUOTATIONS**

**10 JUNE 2026**

**REQUEST FOR QUOTATIONS FOR RFQ FOR  
THE SERVICE AND MAINTENANCE PLAN OF FIVE (5) VOLKSWAGEN POLO VEHICLES**

## **1. Purpose**

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- 1.1. To request services providers to send quotations for RFQ for the Service and Maintenance Plan of Five (5) Volkswagen Polo Vehicles

## **2. Considerations/background**

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- 2.1. The primary legislative mandate of the Railway Safety Regulator (RSR) is to oversee and enforce safety performance by all railway operators in South Africa, including those of neighboring States whose rail operations enter South Africa.
- 2.2. The RSR has established four offices around the country and uses the offices as the operational basis for its staff and for the safekeeping of its assets, including vehicles.
- 2.3. The Facilities Management unit is responsible for procurement, managing, allocating, and coordinating the RSR fleet.
- 2.4. As part of its assets, the RSR owns a fleet of 19 vehicles that are used on a day-to-day basis for official work.
- 2.5. As part of the 19 vehicles, there are five (5) Volkswagen Polo sedans allocated to the four (4) RSR offices, which were purchased through the RT57 contract, and the RSR took delivery in 2019.
- 2.6. The vehicles are now seven (7) years old. Based on the overall condition and mileage, the RSR has decided to keep the vehicles for two more years.
- 2.7. The Volkswagen Polos came with a standard five (5) year or 120,000km service plan. The vehicles are serviced every 15000km, every 12 months, or whichever comes first.
- 2.8. In the year 2024, we were able to purchase an additional two (2) years' service and

maintenance plan through Volkswagen SA in the form of a deviation memo.

- 2.9. The additional plan was intended for two (2) service intervals/two (2) years, namely 2025 and 2026.
- 2.10. The initial extended service plan is coming to an end in June 2026. The VWSA policy is that the plan must be extended just before the lapse of the existing plan to ensure a smooth transition.

### 3. Scope of work / Specification

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#### **Specifications are as follows: RFQ for the Service and Maintenance Plan of Five (5)**

##### **Volkswagen Polo Vehicles**

- 3.1. The RSR is seeking the services of a provider who can service and maintain the five (5) Volkswagen Polos through a certified Volkswagen network, which will be able to provide full-service records with the original manufacturer's equipment certificates and warranty on parts.
- 3.2. The appointed service provider should be able to use the national network of Volkswagen SA, as the vehicles are allocated to different RSR offices in the country - Compulsory requirement.
- 3.3. The service and maintenance plan is for the next two (2) years. The vehicles are serviced on a 15,000 km interval, 12 months or whichever comes first, making it a total of 30 000km over 2 years.
- 3.4. The appointed service provider should be able to deliver standard oil change services (fluid change, filters, brake pads, brake discs, and essential belts/hoses), as well as major services for all vehicles throughout the duration of the contract, when a need arises, for as long as the contract is still in place.

- 3.5.** For the maintenance part, the appointed service provider should be able to cover at least the wear & tear as a result of normal daily use of the vehicle (Clutch kit, wiper blades, shock absorbers, batteries, and labor costs).
- 3.6.** See attached Pricing Schedule, Service providers are requested to populate the Pricing Schedule on their Company Letterhead when submitting.

Below are the vehicle details.

No.	Car registration number	VIN	Mileage	Year Model	Last service
1.	JB 36 WY GP	WVWZZZ60ZKT082557	52022	2019	2025
2.	JB 34 NJ GP	WVWZZZ60ZKT082610	57852	2019	2025
3.	JB 36 WR GP	WVWZZZ60ZKT082715	43343	2019	2025
4.	JB 34 NK GP	WVWZZZ60ZKT082649	76783	2019	2025
5.	JB 34 NM GP	WVWZZZ60ZKT082677	62223	2019	2025

#### **4. Administrative / Compliance Requirements**

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- 4.1.** Registration on National Treasury CSD report
- 4.2.** Comprehensive quotation (prices must be VAT Inclusive)
- 4.3.** Tax Pin & Tax clearance certificate
- 4.4.** Fully Completed and signed Standard Bidding Documents (SBD) forms documents

- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration (**Where applicable**)
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPD)

*Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.*

## **5. Evaluation 80/20 Preference Point System**

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- 5.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 5.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service**

Provider.

5.3. Points for the specific goal will be awarded as specified on the table below:

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by black people</b>	10	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by black women</b>	5	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by</li> </ul>

			Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by youth</b>	3	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by person(s) with disabilities</b>	2	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> <li>• Valid Medical Certificate</li> </ul>

		<ul style="list-style-type: none"><li>• Valid South African Social Security Agency (SASSA) registration <b>(Where applicable)</b></li><li>• Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li></ul>
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**5.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.**

## **6. Technical Enquiries**

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### **6.1. SCM Enquiries**

Mr. Fumani Mabunda

[fumanim@rsr.org.za](mailto:fumanim@rsr.org.za)

### **6.2. Project Manager Enquiries**

Daniel Matladi

[danielm@rsr.org.za](mailto:danielm@rsr.org.za)

## **7. Closing Date and Time for responses to this request for quotation**

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**7.1.** The request will be closed on **15 June 2026 at 10h00**. Responses may be emailed to [fumanim@rsr.org.za](mailto:fumanim@rsr.org.za)