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25 June 2026

REQUEST FOR QUOTATION: THREE-YEAR (3-YEAR) THIRD-PARTY VEHICLE SERVICE AND MAINTENANCE PLAN

The William Humphreys Art Gallery (WHAG) based in Northern Cape is a schedule 3 public entity (Nonprofit Organisation (NPO)) and public benefit organisation supported by the National Department of Sport, Arts and Culture. The William Humphreys Art Gallery provides for the aesthetic and cultural needs of the local community it serves as well as to the people of South Africa and the African continent.

William Humphreys Art Gallery (WHAG) invites quotations for the third-party vehicle service and maintenance plan in full compliance with the Public Finance Management Act (PFMA) Act 1 of 1999 and related regulations.

For enquiries, bid specifications and mandatory documents to be completed contact Tumelo Semosa @ 053 831 1724/5.

Closing date for quotations is **Friday, 10th of July 2026 @ 16:00pm**. Submit written quotations through email to tumelo@whag.co.za

The William Humphrey Art Gallery reserves the right to not make any appointment in this regard.

TERMS OF REFERENCE (TOR FOR CONTRACT MANAGEMENT (PFMA) TRAINING

1. INVITATION TO QUOTE

The William Humphreys Art Gallery (WHAG) hereby invites suitably qualified and experienced service providers to submit quotations for a three-year (3-year) Third-Party Vehicle Service and Maintenance Plan for its official vehicles.

2. VEHICLE DETAILS

The following vehicles are to be covered under the proposed third-party vehicle service and maintenance plan:

Vehicle Make	Vehicle Model	Registration Number	Current Mileage	Next Service
Mercedes-Benz	Vito 116 CDI Mixto 2.2	WHAG 02 NC	82 123 km	Currently due for Service
Toyota	Corolla Quest 1.6 Plus	WHAG 01 NC	16 103 km	Currently due for Service

3. SCOPE OF WORK

The successful service provider will be required to provide a comprehensive third-party vehicle service and maintenance plan that includes, but is not limited to, the following:

- 3.1. Scheduled services in accordance with the manufacturer's specifications.
- 3.2. Labour and replacement of service-related parts and consumables.
- 3.3. Engine oil and filter changes.
- 3.4. Air, fuel, and cabin filter replacements where applicable.
- 3.5. Brake inspections and replacement of brake pads and discs where required.
- 3.6. Suspension and steering system inspections.
- 3.7. Electrical system inspections.
- 3.8. Battery testing and replacement where covered under the maintenance plan.
- 3.9. Inspection and topping up of fluids.
- 3.10. Vehicle diagnostics.
- 3.11. Roadworthiness and safety inspections.
- 3.12. Provision of a detailed service report after each service.
- 3.13. Access to authorised dealerships or suitably accredited service centres.

4. CONTRACT PERIOD

The quotation must indicate:

- 4.1. Bidders must indicate whether the maintenance plan commences from the date of award, current mileage, or the next scheduled service.
- 4.2. Three (3) years maintenance plan.
- 4.3. Kilometre limits applicable to each vehicle.
- 4.4. Monthly premium and/or once-off contract amount.
- 4.5. Inclusions and exclusions of the maintenance plan.
- 4.6. Claim procedures and turnaround times.
- 4.7. Conditions applicable to the maintenance plan.

5. QUOTATION REQUIREMENTS

The quotation must clearly indicate:

- 5.1. Cost of the maintenance plan for each vehicle.
- 5.2. Combined cost for both vehicles, where applicable.
- 5.3. VAT (where applicable).
- 5.4. Plan duration.
- 5.5. Coverage details.
- 5.6. Exclusions and limitations.
- 5.7. Geographic availability of service centres.
- 5.8. Contact details for claims and customer support.
- 5.9. Details of any excesses, waiting periods, or restrictions applicable to the plan.

6. Mandatory Documents (Responsiveness Criteria)

Failure to submit any of the following mandatory documents may result in the quotation being deemed non-responsive and disqualified from further evaluation:

- 6.1. Company profile.
- 6.2. Central Supplier Database (CSD) Registration Report and/or Master registration number (MAAA.....)
- 6.3. Company Profile.
- 6.4. Valid Tax Compliance Status or Tax Compliance PIN.
- 6.5. CIPC Registration Documents.
- 6.6. Valid B-BBEE Certificate or Sworn Affidavit.
- 6.7. Proof of Business Address.
- 6.8. Proof of accreditation, authorisation, or registration to provide vehicle service and maintenance plans.
- 6.9. Proof of registration with a recognised motor industry body, where applicable.
- 6.10. A sample maintenance plan agreement or terms and conditions.

*All current and potential creditors/contractors/consultants and other suppliers of goods and services to William Humphreys Art Gallery are required to **self-register** on the government Central Supplier Database. Please visit the CSD website www.csd.gov.za for further details.*

7. RESPONSIVENESS CRITERIA

Bidders will first be evaluated on responsiveness before proceeding to the price and preference point evaluation. To be considered responsive, bidders must:

No	Responsiveness Requirement	Evaluation Method
1	Submission received before the closing date and time	Comply / Not Comply
2	Submission of all mandatory documents	Comply / Not Comply
3	Quotation addresses all requirements of the RFQ	Comply / Not Comply
4	Submission received before the closing date and time	Comply / Not Comply

Only bidders meeting all responsiveness requirements will proceed to the next stage of evaluation.

8. EVALUATION CRITERIA

Pricing and Preferential Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- a. **Pricing** 80 points
- b. **Preferential Points** 20 points

Preferential Points will be awarded as per below scoring:

CRITERION	POINTS	PROOF OF CLAIM
B-BBEE Status	4	Valid B-BBEE verification certificate or an affidavit confirming micro enterprise status.
Businesses Based in the Northern Cape	4	Proof of Business Address
Ownership by Youth	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by Women	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by People with Disabilities	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders

B-BBEE Status Points will be awarded as per below:

B-BBEE STATUS	POINTS
Level 1	4
Level 2	3
Level 3	2
Level 4 and below	1
Non-compliant	0

Ownership Points for Youth, Women, and People with Disabilities will be awarded as per below:

OWNERSHIP	POINTS
Above 50%	4
Above 40%	3
Above 25%	2
Above 10%	1

9. GENERAL CONDITIONS

- 9.1. WHAG reserves the right not to accept the lowest-priced quotation.
- 9.2. WHAG reserves the right to cancel or withdraw this RFQ at any stage.
- 9.3. WHAG may request clarification or additional information from bidders during the evaluation process.
- 9.4. No contract shall be concluded until approved by WHAG and supported by an official Purchase Order.
- 9.5. Quotations must remain valid for a period of thirty (30) days from the closing date.
- 9.6. WHAG reserves the right to negotiate with the preferred bidder where necessary.
- 9.7. WHAG reserves the right to award the maintenance plan for one vehicle, both vehicles, or not to make an award.
- 9.8. Service providers must quote separately for each vehicle and provide a combined quotation for both vehicles.
- 9.9. Any additional repairs identified during servicing must receive prior written approval from WHAG before work is undertaken.