



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

Stats SA 003/26

CLOSING DATE: 11:00 AM ON 31 JULY 2026

BID DESCRIPTION

APPOINTMENT OF ONE OR MORE FLEET SERVICE PROVIDERS FOR THE PROVISION OF HIRED VEHICLES FOR SHORT TERM, MEDIUM TERM AND LONG-TERM RENTAL FOR A PERIOD OF 36 MONTHS.

ONE (1) SEALED ENVELOPE WITH ALL BID DOCUMENTS, i.e. (SBD 1, SBD 3.2, SBD 4, SBD 6.1, GENERAL CONDITIONS OF CONTRACT, SPECIFICATIONS AND REQUIRED SUPPORTING DOCUMENTS).

NB: BIDDERS ARE ALSO REQUESTED TO SUBMIT ONE (1) ORIGINAL PLUS ONE (1) COPY AND ELECTRONIC COPY (USB) OF BID PROPOSALS AND RESPONSES.

INFORMATION SESSION

DATE: 22 JULY 2026

TIME: 10:00 AM

VENUE: ONLINE (MICROSOFT TEAMS)

[LINK TO ATTEND INFORMATION SESSION](#)

<https://teams.microsoft.com/meet/331779996320215?p=jzFk7DJb9iZYtsR8HC>

In order to connect, click the link above

NB: SERVICE PROVIDERS ARE REQUESTED TO CONNECT TEN (10) MINUTES BEFORE THE INFORMATION SESSION STARTS AT 10:00 AM.

FAILURE TO SUBMIT BIDS AS REQUESTED WILL INVALIDATE YOUR BID



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YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA

CLOSING TIME: 11:00 AM

CLOSING DATE: 31 JULY 2026

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION

ALL SBD FORMS - MUST BE COMPLETED AND SIGNED.

NB: THIS DOCUMENT IS NOT FOR SALE

BID DOCUMENTS MAY BE POSTED TO:

**Bid Section
Statistics South Africa
Private Bag x44
Pretoria**

The bid documents may be deposited in the bid box which is Isibalo House , Koch Street, Salvokop, Pretoria, 0002

Bid documents that are posted must reach Statistics South Africa before the closing date of the bid



The bid box of Statistics South Africa is generally open between 06h00 to 16h00, 7 days a week. The bid box will be closed on the closing time of bids.

TEL: 012- 310 8940 / 6978 / 2114 / 012 406 3154/3158

CELL: 082 903 7611 / 076 511 7800 / 076 596 3836 / 076 511 7787 / 076 596 2234

Bidders should ensure that bids are delivered timeously to the correct address

SUBMIT ALL BIDS ON THE OFFICIAL FORMS – ALL DOCUMENTS MUST BE FILLED BY HAND WRITING
bids by telegram, facsimile or other similar apparatus will not be accepted for consideration

SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE



Bidder Initials _____



1. SUBMISSION OF DOCUMENTS

- 1.1 One (1) original bid proposal/response plus one (1) copy and electronic copy (USB) which must include all the SBD forms i.e. (SBD 1, SBD 3.2, SBD 4, SBD 6.1, general conditions of contract, specification and required supporting documents).
- 1.2 The original copy must be signed in ink by an authorized employee, agent or representative of the Bidder and initialized in each and every page of the bid.
- 1.3 Bids must be deposited into Statistics South Africa bid box on or before **31 JULY 2026** not later than **11h00 am South African Time**. The Bid box is situated at the reception area of Statistics South Africa Head Office, Koch Street, Salvokop, Pretoria, 0002. All bids in this regard shall only be accepted if they have been placed in the bid box before or on the closing date as stipulated time.
- 1.4 Bid responses sent by post or courier must reach this office at least 36 hours before the closing date to be deposited into the bid Box. Failure to comply with this requirement will result in your Bid being treated as a “late bid” and will not be entertained. Such bids will be returned to the respective bidders.
- 1.5 No bid shall be accepted by Statistics South Africa if submitted in any manner other than as prescribed above.
- 1.6 **ADMINISTRATIVE DOCUMENTS REQUIRED FOR BID SUBMISSION**
Please indicate your compliance by ticking **YES** or **NO** in the table below (even if you have attached the requested documents). All pages of this submission must be fully completed, initialled, and signed (where a signature is applicable) by the bidder.

NO	DOCUMENTS	TICK (YES OR NO)
1.1	SBD 1 – Invitation to Bid	
1.2	SBD 3.2 – Price Schedule	
1.3	SBD 4 – Declaration of Interest	
1.4	SBD 6.1 – Preference Points	
1.5	General Condition of Contract	
1.6	Terms Of Reference (Bid Specification) and required supporting documents	
1.7	The board resolution letter with the company letter head confirming that the person signing the bid document is duly authorized and can conclude any legal document on behalf of the company.	





1.8	Company Registration document (CIPC)- certified copy not older than six months.	
1.9	Certified copy of identity document of the owner/ director of the company not older than six (6) months.	
1.10	Medical certificate of the owner/director who is living with disability	
1.11	Central Supplier Database (CSD – recent full detail report must be submitted)	
1.12	Valid SARS certificate or TCS Pin	
1.13	Company Profile / Proposal	
1.14	Any other document in relation to specification	

2. REASONS FOR DISQUALIFICATION

Statistics South Africa reserve the right to disqualify any service provider which does not comply with the following below, and such disqualification may take place without prior notice to the offending service provider.

- 2.1 Service provider which submitted information that is fraudulent, factually untrue or inaccurate, for example, membership that does not exist, experience, etc.
- 2.2 Service provider that receives information not available to the other service providers that may result in such service provider having unfair advantage over other service providers.
- 2.3 Service provider that does not comply with mandatory requirements as stipulated in this bid specification



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SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STATISTICS SOUTH AFRICA					
BID NUMBER:	STATS SA 003/26	CLOSING DATE:	31 JULY 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF ONE OR MORE FLEET SERVICE PROVIDERS FOR THE PROVISION OF HIRED VEHICLES FOR SHORT TERM, MEDIUM TERM AND LONG-TERM RENTAL FOR A PERIOD OF 36 MONTHS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7.2).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT

Head Office, Isibalo House, Koch Street, Salvokop, Pretoria,0002

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	AREA CODE	<input type="text"/>	NUMBER	<input type="text"/>	<input type="text"/>
CELLPHONE NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-MAIL ADDRESS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VAT REGISTRATION NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUPPLIER COMPLIANCE NUMBER	TAX COMPLIANCE SYSTEM PIN:	<input type="text"/>	OR	CENTRAL SUPPLIER DATABASE NO	<input type="text"/>



Bidder Initials _____



Form with sections: ARE YOU THE ACCREDITED REPRESENTATIVE..., ARE YOU A FOREIGN BASED SUPPLIER..., SIGNATURE OF BIDDER, DATE, CAPACITY UNDER WHICH THIS BID IS SIGNED, TOTAL BID PRICE, BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: DEPARTMENT/PUBLIC ENTITY, CONTACT PERSON, TELEPHONE NUMBER, CELL NUMBER, E-MAIL ADDRESS.

PART B
TERMS AND CONDITIONS FOR BIDDING

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

- 1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR ONLINE
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
1.4 THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.



Bidder Initials _____



2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	



SBD 3.2

PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

NAME OF BIDDER: BID NO.: STATS SA 003/26
CLOSING TIME: 11:00 CLOSING DATE: 31 JULY 2026

BID PRICE/OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES MUST BE INCLUDED)

APPOINTMENT OF ONE OR MORE FLEET SERVICE PROVIDERS FOR THE PROVISION OF HIRED VEHICLES FOR SHORT TERM, MEDIUM TERM AND LONG-TERM RENTAL FOR A PERIOD OF 36 MONTHS.

NOTE:

- (a) Bidders must complete the pricing as per table below
(b) Line prices are vat-inclusive (applicable only to registered vat vendors).
(c) Price for this bid is non-firm (bidders must state reason(s) for price escalation)

(d) The Daily rate must be inclusive of the following:

- Rental rate
• Comprehensive insurance
• Tracker
• Value Added Tax
• Contract / Admin fee
• Tourism levies
• Carbon emission tax
• 100 km free

(e) Rental period

- Short term rental : from 1 to 31 days
• Medium term rental : from 31 plus days to 12 months
• Long term rental : longer than 12 months



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- (f) Bidders have a choice to provide rates on all or some vehicles categories as they prefer.
- (g) Stats SA reserves the right to hire all or some of the categories of vehicles that is being submitted by the successful bidder.

NB: ALSO COMPLETE ANNEXURE C



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SBD 3.2

PRICING MODEL

The quoted price must cover all items listed in the table below:

ITEM NO.	CATEGORIES OF TYPE OF VEHICLES REQUIRED	ENGINE CAPACITY	DAILY RATE	EXCESS KM RATE	DAILY RATE	EXCESS KM RATE	ADDITIONAL REQUIREMENTS
1	HYBRID HATCHBACK	1.0 – 2.0					Normal ground clearance.
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
2	HYBRID SUV	1.0 - 2.5					must have the capability to be driven in urban, rural, gravel and farming areas
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
3	HATCHBACK	1.0 - 2.0					Normal ground clearance.
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
4	SEDAN	1.0 - 2.0					Normal ground clearance.
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
5	LUXURY SEDAN	1.0 - 3.0					Normal ground clearance .





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	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
6	SMALL TO MEDIUM SUV	1.0 - 1.8					must have the capability to be driven in urban, rural, gravel and farming areas
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
7	HIGH LEVEL SUV	2.0 - 2.5					high raised/lifted suspension with increased ground clearance that can enhance off road capabilities.
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
8	BAKKIE 4X2 SINGLE CAB	2.0 - 2.5					Diff lock, high ground clearance / suspension, Canopy
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
9	BAKKIE 4X2 DOUBLE CAB	2.0 - 2.7					Diff lock, high ground clearance / suspension, Canopy
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
10	BAKKIE 4X2 EXTENDED CAB: S/C	2.0 - 2.5					Diff lock, high ground clearance / suspension, Canopy
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	



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11	BAKKIE 4X4 SINGLE CAB	2.0 - 2.5					Diff lock, canopy, high raised/lifted suspension with increased ground clearance that can enhance off road capabilities.
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
12	BAKKIE 4X4 DOUBLE CAB	2.0 - 2.7					Diff lock, canopy, high raised/lifted suspension with increased ground clearance that can enhance off road capabilities.
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
13	BAKKIES 4X4 EXTENDED CAB: S/C	2.0 - 2.5					Diff lock, canopy, high raised/lifted suspension with increased ground clearance that can enhance off road capabilities.
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
14	PANELVAN	1.0 - 2.0					
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
15	KOMBI 8 SEATER: WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	



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	Long term rental		R	R	R	R	
16	KOMBI 10 SEATER: WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
17	KOMBI 12 SEATER: WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
18	KOMBI 14 SEATER: WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
19	KOMBI 16 SEATER: WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
20	KOMBI 8 SEATER: WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
21	KOMBI 10 SEATER: WITHOUT DRIVER						
	Short term rental		R	R	R	R	



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	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
22	KOMBI 12 SEATER: WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
23	KOMBI 14 SEATER: WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
24	KOMBI 16 SEATER: WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
25	22 SEATER BUS WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
26	30 SEATER BUS WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	





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27	48 SEATER SEMI LUXURY BUS WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
28	48 SEATER LUXURY BUS WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
29	60 SEATER SEMI LUXURY BUS WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
30	60 SEATER LUXURY BUS WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
31	65 SEATER SEMI LUXURY BUS WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	



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32	65 SEATER LUXURY BUS WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
33	22 SEATER BUS WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
34	30 SEATER BUS WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
35	48 SEATER SEMI LUXURY BUS WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
36	48 SEATER LUXURY BUS WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	



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37	60 SEATER SEMI LUXURY BUS WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
38	60 SEATER LUXURY BUS WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
39	65 SEATER SEMI LUXURY BUS WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
40	65 SEATER LUXURY BUS WITHOUT DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	
	Long term rental		R	R	R	R	
41	80-100 SEATER SEMI LUXURY BUS WITH DRIVER						
	Short term rental		R	R	R	R	
	Medium term rental		R	R	R	R	



PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

- 1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
- 2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.

VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

- 3. The following index/indices must be used to calculate your bid price
 Index..... Dated..... Index..... Dated..... Index..... Dated.....
 Index..... Dated..... Index..... Dated..... Index..... Dated.....
- 4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.





SBD 3.2

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		



Bidder Initials _____



SBD 3.2

- 2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

Table with 4 columns: AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD, DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE, DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE, DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE.

Required by: Statistics South Africa

Please Note:

Is the offer to specification? Yes No

If not to specification, state deviation(s)

Price: Non-Firm

State reason(s)

Any enquiries regarding bidding procedures may be directed to:

STATISTICS SOUTH AFRICA

Bid Office

E-mail Address: bidoffice@statssa.gov.za



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BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

2.1.1 If so, furnish particulars of the names, individual identity numbers, and if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------



2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES		NO	
-----	--	----	--

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, name..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.



Bidder Initials _____



SBD 4

- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature	Date
Position	Name of bidder



Bidder Initials _____



SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific Goal(s).

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goal(s)

1.4 To be completed by the organ of state:

The maximum points for this BID are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOAL(S)	10
TOTAL POINTS FOR PRICE AND SPECIFIC GOAL(S) MUST NOT EXCEED	100





- 1.5 Failure on the part of a bidder to fill in and/or to sign this form and submit proof of claim for specific goals together with the bid, will be interpreted to mean that preference points for specific goal(s) are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“Bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation;
- (c) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (d) **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (e) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (f) **“disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- (g) **“Functionality”** means the ability of a bid to provide goods or services in accordance with specifications as set out in the bid documents.
- (h) **“Price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (i) **“EME”** means any enterprise with an annual total revenue of R5 million or less.
- (j) **“rand value”** has the same meaning as contemplated in the *Preferential Procurement Regulations, 2022*;
- (k) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (l) **“Youth”** means persons between the ages of 14 and 35 in terms of the *National Youth Development Agency Act, 2008*. For the purpose of this bid the date to be used for determination of age will be the closing date of the bid and in a case where the closing date of a bid has been extended, the original (first) closing date shall be used for the purpose of determining age.
- (m) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and



SBD 6.1

- (n) "Tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
(o) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis:

90/10

Ps = 90 (1 - (Pt - Pmin) / Pmin)

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOAL(S)

4.1.1 In terms of Regulation 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the specific goal(s) in accordance with the table below:

Table with 4 columns: Specific Goal(s), Number of points (90/10 system), Percentage Ownership equity (To be completed by the Bidder), and Number of Points claimed (90/10 system) to be completed by the Bidder. Rows include Black (5 points), Woman (2 points), Disabled (1 point), and Youth (2 points).





SBD 6.1

4.1.2 The following formula must be applied to calculate the number of points for equity ownership by an HDI:

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity Ownership by an HDI

EP = The percentage of equity ownership by an HDI Within the enterprise or business

4.1.3 Bidders who wish to claim points in terms of the tables above need to provide proof for each point claimed as guided below.

- i. Race: (Black) - attach certified copy of Identity document (ID) and certified company registration document, CSD full detail report, certified BBBEE Certificate/Sworn affidavit to show substantiate ownership equity.
- ii. Women: - attach certified copy of Identity Document (ID) and certified company registration document CSD full detail report, certified BBBEE Certificate/Sworn affidavit to show substantiate ownership equity
- iii. Disabled – attach medical certificate from a medical practitioner registered with the Health Professional Council of South Africa (HPCSA) confirming the disability.
- iv. Youth – attach certified copy of Identity Document (ID) and certified company registration document CSD full detail report, certified BBBEE Certificate/Sworn affidavit to show substantiate ownership equity

5. SUB-CONTRACTING

5.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--



5.1.1. If yes, indicate:

i) What percentage of the contract will be sub-contracted? [] %

ii) The name of the sub-contractor

iii) The total Specific Goal(s) points of the sub-contractor []

SBD 6.1

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

Table with 2 columns: YES, NO and 2 empty boxes for ticks.

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2022:

Table with 3 columns: Designated Group, EME, QSE. Rows include Black people, youth, women, disabilities, rural areas, cooperative, military veterans, OR, Any EME, Any QSE.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm.....

6.2. Vat registration number

6.3. Company registration number:





6.4. TYPE OF COMPANY/ FIRM [tick applicable box]

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

6.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

6.6. COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional Service Provider
- Other, (e.g transporter)
-

6.7. Total Number of years the company/firm has been in business

6.8. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goal(s) indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;



Bidder Initials _____



SBD 6.1

- iv) If the specific goal(s) has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....





stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

Stats SA 003/26

Annexure A
GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRCT



Bidder Initials _____



NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.



TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
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13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
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20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices



General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 “Countervailing duties” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.



- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.



- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents information; inspection.

- 5.1 The supplier shall not, without the purchaser prior written consent, disclose the contract, or any provision thereof, or any specification, and plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.



- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC Clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier’s or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier’s performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.



**8. Inspections,
tests and
Analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.



- 9. Packing**
- 9.1 The supplier shall provide such packing of the goods as is required to Prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods’ final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
- 10. Delivery and documents**
- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance**
- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation**
- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental**
- 13.1 The supplier may be required to provide any or all of the following **services** services, including additional services, if any, specified in SCC:
- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) Training of the purchaser’s personnel, at the supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.



13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) In the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.



15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract

18.1 No variation in or modification of the terms of the contract shall be **amendments** made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the performance

21.1 Delivery of the goods and performance of services shall be made by **supplier's** the supplier in accordance with the time schedule prescribed by the purchaser in the contract.



21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s).

As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.



23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) If the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) The name and address of the supplier and / or person restricted by the purchaser;
 - (ii) The date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.



These details will be loaded in the National Treasury’s central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person’s name be endorsed on the Register for Tender

Defaulters. When a person’s name has been endorsed on the Register, the person will be prohibited from doing business with the public

sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24 **Anti-dumping countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti and dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional **payment** is no longer required or any such anti-dumping or **countervailing** right is abolished, or where the amount of such **provisional** payment or any such right is reduced, any such favourable **difference** shall on demand be paid forthwith by the contractor to the **State** or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or **services** which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25 **Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.





- 26 Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent.
- In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27 Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) The purchaser shall pay the supplier any monies due the supplier.
- 28 Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - (b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.



- 29. Governing Language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties license fees, and other such levies imposed outside the purchaser’s country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive Practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence Obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the competition Act No. 89 of 1998.



34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



BID SPECIFICATION FOR THE APPOINTMENT OF ONE OR MORE FLEET SERVICE PROVIDERS FOR THE PROVISION OF HIRED VEHICLES FOR SHORT TERM, MEDIUM TERM AND LONG-TERM RENTAL FOR A PERIOD OF 36 MONTHS.

1. PURPOSE OF THE BID

To invite one or more fleet service providers to provide Statistics South Africa (Stats SA) with hired vehicles and related services for short term, medium term and long-term rentals to Stats SA's head office in Pretoria and all its nine (9) provincial offices for a period of 36 months.

2. DEFINITIONS AND ABBREVIATIONS

- 2.1** Bidders – Fleet service providers responding to this tender document
- 2.2** Black - Black people is a generic term which means Africans, Coloureds and Indians as per the BBBEE Act 53 of 2003 refers to.
- 2.3** Categories of vehicles – All the different types of vehicles such as sedans, hatchbacks, bakkies etc.
- 2.4** Carbon emission tax – Tax imposed by government to encourage emission reduction.
- 2.5** Cosmetic damages – Any damage that affects the vehicle appearance but does not impact its operational performance. It includes items like scratches, dents, paint chips and minor bumper damage
- 2.6** Excess amount for insurance – An insurance liability amount that Stats SA is liable for
- 2.7** Excess kilometers – Kilometers (km) travelled that are over and above the prescribed kilometers to be travelled
- 2.8** Inclusions and exclusions rates – Costs that are included in the daily rate and those that are not included in the daily rate
- 2.9** Long term rental – Rental of vehicles that covers the period longer than 12 months and up to three (3) years
- 2.10** Book value – The lowest value used in the vehicle rental industry and used by insurance companies
- 2.11** Medium term rental – Rental of vehicles that covers the period from a minimum of 31 days and up to 12 months
- 2.12** Joint venture outsourced service providers – Are those from whom the bidder obtains vehicles from to fulfil the contract obligation when they do not have enough vehicles
- 2.13** Self-insured vehicles – Some vehicle rental companies self-insure their vehicles without using the traditional insurance companies thus taking the risk of handling insurance claims. They reserve



funds within the business operations from which they cover insurance claims. Funds which they would have paid to the traditionally used insurance companies are thus placed into a reserve fund.

- 2.14** Short term rental – Rental of vehicles that covers the period from a minimum of one (1) day and up to 31 days
- 2.15** Tourism Levy – Is a mandatory fee of 1% charged on the value of the rental in the vehicle rental industry that goes towards the tourism sector
- 2.16** API – Application programming interface is where two systems integrate with each other to provide the required data as requested

List of Abbreviations

- API: Application programming interface
- CPK: Cent per kilometer
- CSD: Central supplier database
- PDF: Portable document format. A file format to send documents
- PPPFA: Preferential Procurement Policy Framework Act
- Stats SA: Statistics South Africa
- SLA: Service level agreement
- VAT: Value-Added Tax

3. LEGISLATIVE FRAMEWORK OF THE BID

3.1 Tax legislation

- 3.1.1** Bidder(s) must be tax compliant when submitting a bid to Stats SA and remain tax compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and the Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 3.1.2** It is a condition of this bid that tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder’s tax obligations.
- 3.1.3** The tax compliance status requirements are also applicable to foreign bidders/individuals who wish to submit bids.
- 3.1.4** It is a requirement that bidders, when submitting this bid, grant a written confirmation that SARS may on an ongoing basis during the tenure of the contract, disclose the bidder’s tax compliance



- status and that by submitting this bid such confirmation is deemed to have been granted.
- 3.1.5 Bidders are required to be registered on the Central Supplier Database, and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.
 - 3.1.6 Where consortiums/joint ventures/subcontractors are involved, each party must be registered on the Central Supplier Database, and their tax compliance status will be verified through the Central Supplier Database.
- 3.2 Transport Legislation**
- National Department of Transport Government Motor Transport Handbook version 1 of 2019 and Transport Management Policy of February 2025.
- 3.3 Technical legislation and/or standards**
- 3. Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services.

4. SCOPE OF WORK

4.1 Duties of the bidders:

Bidders must adhere to the following, for vehicle hire and provide documented evidence where required when submitting their bid:

- 4.1.1 Indicate the total number, type and categories of vehicles available. **(Annexure A)**
- 4.1.2 All vehicles must be fitted with vehicle tracking devices with geo-fencing capabilities, a 24-hour monitoring service with web link, username and password as well as web API (application programming interface) link. The tracking systems must be of the latest satellite tracking system with access given to multiple users.
- 4.1.3 Management of traffic fines and reporting.
- 4.1.4 Management Information System to accurately record and report on all expenditure and other reports as and when requested.
- 4.1.5 For all accident and damage-related claims, provide three (3) assessor quotes.
- 4.1.6 Fuel cards which have the restricted facility for fuel, toll, oil and vehicle wash services only for all
- 4.1.7 Fuel cards which have the restricted facility for fuel, toll, oil and vehicle wash services only for all vehicles hired for the duration of the contract. All vehicles supplied must have a full tank of fuel when delivered or collected by an official from Stats SA. The monthly monetary limit for fuel cards should be set at R5,000 for sedans and R10,000 for bakkies, with the possibility of additional top-ups during the month if necessary.
- 4.1.8 A comprehensive vehicle insurance must be included in the quoted rates indicating the excess amount for each category of vehicles where Stats SA will only be liable for the payment of a maximum excess fee of 5% of the vehicle book value and Stats SA will pay the actual cost for all



- 4.1.9 accidents/damages below the specified 5% excess fee and that any costs above the 5% excess fee will be borne by the bidder unless it is proven that the driver was found to be negligent. Stats SA reserve the right to negotiate the excess amount
- 4.1.10 The bidder should be able to provide vehicles nationwide at its own cost and provide a list indicating number of branches with physical address. **(Annexure B)**

- 4.1.11 Invoices to be consolidated per order number for each month.
- 4.1.12 Submissions of monthly statements in PDF and MS Excel format by the 7th of the following month.
- 4.1.13 Provision of e-tags if the petrol cards cannot load tollgate fees.
- 4.1.14 Bidders must allow for vehicles to be branded by Stats SA by way of door stickers, or magnetic stickers or full branding.
- 4.1.15 All bidders must comply with the requirements stipulated in the tender specifications and the SLA.
- 4.1.16 Should the need arise, and Stats SA may want to make use of item(s) mentioned on the exclusion rate sheet apart from the daily rate, Stats SA will first approve such before it is billed. The exclusion rates will not be used during the evaluation process when calculating price points. Examples of such are but not limited to, location charge, additional driver, collection/delivery, cross boarder fee, trailer rental, refuelling charge, fine admin fee, lost key, lost card and claiming of the handling fee.
- 4.1.17 With regards to the self-insured fleet, bidders must comply with the Consumer Protection Act and disclose risks to Stats SA. Should vehicles be self-insured, Stats SA will not be held responsible for any third-party claims or public liability claims. The bidder will be held liable for any third-party claims or public liability claims.
- 4.1.18 Vehicle wash facilities available twice (2) a month, for each fleet vehicles and billed separately with proper documentation.
- 4.1.19 Bidders will respond to Audit related queries within three (3) working days as raised by the Auditor -General.

5 MINIMUM REQUIREMENTS

Bidders must comply with the following minimum requirements:

- 5.1 Bidders must clearly indicate the list of number of branches with physical address. **(Annexure B)**
- 5.2 Bidders must provide full details (name, contact number, address, email etc) of at least one contact person who should be able to provide the required reports and have the necessary authority to implement or act on requests within the required timeframes. **(Annexure F)**
- 5.3 Signed reference letters confirming at least five (5) current and previous clients that the bidder has or had contract(s) with must be provided indicating the contact’s name, address, contact number, e-mail address and a short description of the contract indicating the duration of the contract. **(Annexure G)**





- 5.4** Stats SA reserves the right to contact or visit the current and previous clients the bidders have or had contracts with to ascertain information regarding the quality of services provided by the bidder.
- 5.5** Bidders must submit a full company profile. **(Annexure H)**

6 VEHICLES ON RENTAL

6.1 Vehicle types and categories

Bidder(s) must provide and indicate on the rate sheet the various types and categories of vehicles available for rental as per the attached requirements. **(Annexure C)**

6.2 Conditions and requirements of vehicles

6.2.1 Vehicles supplied by the bidder must be roadworthy and comply with the following:

- All sedans/hatchback/SUV supplied must not have travelled more than 42 000km and bakkies must not have travelled more than 70 000km.
- All vehicles supplied must not be older than two (2) years from date when the vehicle was 1st registered.
- Vehicles hired on long term (over 12 months and up to three years) must be replaced once it reaches 120 000km.
- Vehicles hired on short term (1 – 31 days) must not have more than 42 000km for sedans / 70 000 km for bakkies.
- Vehicles hired on medium term (plus 31 days and up to 12 months) must not have more than 42 000 km for sedans/ 70 000 km for bakkies.
- The licence disk must still be valid for least a period of six (6) months from date of rental.
- All vehicles supplied from date of rental must have a full-service history and the next service due must be within six (6) months to a year.
- All tyres must be in an excellent condition and roadworthy.
- All pre and post vehicle inspections must be automated, including photos and electronic sign-off. Bidders who do not have such facilities must arrange to have it within one (1) month from appointment.
- Vehicles will be allocated to the appointed bidders per category of vehicles and the availability of vehicles that the bidder indicated when vehicles are requested.

6.2.2 As a minimum requirement, all vehicles must be fitted with air-conditioning, power steering, radio, immobiliser and a vehicle tracker device.

6.3 Help desk and roadside assistance

- Bidders must provide a full range of roadside assistance in cases of emergencies like a vehicle breakdown, theft, damages, accident and hi-jacking.



- Service that must be offered during roadside assistance are but not limited to, vehicle towing, recovery, collection of stranded officials and replacement vehicles.
 - Help desk and roadside assistance offered must be on 24-hour call, 7 days a week and 365 days.
- 6.4 Comprehensive insurance and Self-insured** vehicles must cover for any unforeseen eventualities and must include the following:
- Accidents both minor and major
 - Tyre/rim/hubcaps damage/loss
 - Windscreen damage/chip
 - Roadside service (towing) including for accidents
 - Cosmetic damages
 - Hail damage
 - 3rd party cover of R6 million and public liability up to R20 million
 - Damage costs above the 5% excess fee based on book value will be borne by the bidder unless it is proven that the driver lost cover due to negligence

6.5 Make and type of vehicles supplied must have service centres not more than 100km radius from Stats SA offices.

6.6 Billing principles

ITEM TO BE BILLED	SUPPORTING DOCUMENTS
Toll Fees	
<ul style="list-style-type: none"> • Actual toll fees incurred • Transaction / admin fees 	<ul style="list-style-type: none"> • Actual cost as per tollgate supporting document
Vehicle Wash	
<ul style="list-style-type: none"> • Actual cost incurred per vehicle • Valet cost 	<ul style="list-style-type: none"> • Actual cost with supporting documents • Valet charges must be supported by before and after colour photos of the condition
Damages/Accident	
<ul style="list-style-type: none"> • Excess fee of 5% of book value • An amount equal to the excess or the actual damage. Whichever is less • Assessor fee • Claim handling fee • Actual damage cost 	<ul style="list-style-type: none"> • Excess amount or the amount of the damage • All supporting documents must be submitted, including colour photos of the accident damage by the driver





6.5 Make and type of vehicles supplied must have service centres not more than 100km radius from Stats SA offices.

6.6 Billing principles

ITEM TO BE BILLED	SUPPORTING DOCUMENTS
Fuel	
<ul style="list-style-type: none"> • Actual fuel cost • Actual oil cost • Actual toll cost (if no tag) • Transaction fee • Card admin/contract fee • Refuelling actual cost (when vehicle returned not full tank) • Refuelling admin fee on return on vehicles 	<ul style="list-style-type: none"> • Actual cost as per Bank statement • Full transaction report
Rental	
<ul style="list-style-type: none"> • <i>Daily rental rate inclusive of:</i> (VAT, tracker, comprehensive insurance, contract/admin fee, tourism levy, carbon emission tax and 100km free) • Excess kilometres cpk • Traffic fine admin/handling fee per fine 	<ul style="list-style-type: none"> • Costs as per rate sheet and actual days the vehicles used per contract • Supporting documents to verify cost for excess km • Rental agreement • Order form
Other /Additional costs	
Cost for items indicated on the exclusions rate sheets	<ul style="list-style-type: none"> • As per rate sheet • Items must be approved before the service is rendered





7. PRE-VERIFICATION

Stage one: The bid office will conduct a pre-verification process, which entails checking the submission of administrative documents as per table 1 and table 2.

7.1 Table 1: SCM Administrative Documents

Document that must be submitted	Comments	Requirements:
a. SBD 1 - Invitation to Bid	Complete and duly sign the supplied SBD document	COMPLETE IN FULL
b. SBD 3.2 - Pricing Schedule	Complete and duly sign the supplied SBD document	COMPLETE IN FULL
c. SBD 4 - Declaration of Interest	Complete and duly sign the supplied SBD document	COMPLETE IN FULL
d. SBD 6.1 - Preference Point Claim Form	Failure of a bidder to provide a completed and duly signed SBD 6.1 form will forfeit preference points	COMPLETE IN FULL
e. General Conditions of Contract (GCC)	Read and initial each page	COMPLETE IN FULL
f. Specification	Complete and duly sign the supplied specification	COMPLETE IN FULL
g. Information session (not compulsory)	Attendance online (Microsoft Teams)	CONNECT USING THE MEETING LINK ON PAGE 1
h. Registration on Central Supplier Database (CSD)	The vehicle rental companies must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered, proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number- Name on the bid documents must be the same as on the CSD,	ATTACH CSD RECENT REPORT

7.2 Table 2: Annexures to be submitted

The documents below must be submitted as annexures	As per point Number	Annexure
1. A list or signed letter indicating the total number, type and categories of vehicles available of a minimum of 50 of any categories	4.1.1	Annexure A
2. List indicating number of branches with physical address.	4.1.8	Annexure B



3. Rates sheet	*8.1.1	Annexure C
4. Exclusions rate sheet	*8.1.1	Annexure D
5. A signed letter or agreement from an authorized financial institution (such as a bank or any other entity offering credit facilities) confirming that an approved fuel credit facility to the amount of R1 million is granted and available monthly.	*8.1.1	Annexure E
6. Bidders must provide full details (name, contact number, address, email etc) of at least one contact person	5.2	Annexure F
7. Five (5) signed reference letters	*8.1.1	Annexure G
8. Company profile	5.5	Annexure H
9. signed letter or agreement from an authorized financial institution (such as an insurance company or a recognized entity providing this service), confirming comprehensive vehicle insurance or if self-insured.	*8.1.3	Annexure I
10. Signed tracking contract or letter from an authorised service provider	*8.1.3	Annexure J
11. Signed roadside breakdown agreement or letter	*8.1.3	Annexure K
12. Board of Resolution	11.1	Annexure L
13. Sample of system generated reports. Actual reports and not screenshots.	*8.1.2	Annexure M
14. Bidders must be able to commit and indicate on a signed letter of at least a minimum of 50 vehicles that they will be able to provide as and when required of any category. If the vehicles are through a joint venture, such proof is required from the joint venture including the joint venture signed agreement or letter	*8.1.1	Annexure N
15. Bidders shall enter into a Service Level Agreement (SLA) with Stats SA and must be fully signed and submitted with the bid pack.	11.2	Annexure O

*** To be submitted for evaluation purposes and if not submitted no points will be awarded. This will be verified during the evaluation criteria process**



8. EVALUATION CRITERIA

8.1 The second stage of evaluation is based on functionality of the bidder

The **second-stage** evaluation is based on functionality, which will be evaluated using the following criteria and points:

Points

63

Technical proposal

8.1.1 Knowledge and experience in the vehicle rental industry

Signed reference letters from five (5) current and or previous clients that the bidder has or had contract(s) with in the last five (5) years or beyond that must be provided indicating contact name, address, contact number, e-mail address and a short description of the contract and indicating the duration of the contract. **(Annexure G)**

Scoring Matrix	Points
No reference letters submitted	0
1 to 4 reference letters	5
5 reference letters	10

Bidder must indicate its **experience** in the number of years the business is in operation in the vehicle rental industry. Documented proof will be required to indicate the years of experience. signed company letter or the signed reference letters,

Scoring Matrix	Points
0 years' experience	0
1 to 4 years' experience	5
5 years and plus experience	10

39

Bidders must submit the following documents as required in this bid document

Scoring Matrix	Points
No proof submitted	0
Inclusion rate sheet. (Annexure C)	5
Exclusion rate sheet (annexure D)	5
Signed letter indicating at least a minimum of 50 vehicles of any category as indicated on the rate sheet. If the vehicles are through	5



a joint venture, such proof is required of the signed agreement or letter (Annexure N)			
A signed letter or agreement from an authorized financial institution (such as a bank or any other entity offering credit facilities) confirming that an approved fuel credit facility to the amount of R1 million is granted and available monthly. (Annexure E)	4		

<p>8.1.2 Management Information System Reports for account management and control measures</p> <p>Bidders are required to demonstrate their capability to generate and provide MIS reports in formats such as Excel, Word, PDF, or any other acceptable formats by submitting actual system-generated reports as evidence. Sample copies of the following reports (Annexure M) must be provided. Please note that screenshots will not be accepted and will result in zero points being awarded.</p> <table border="1"> <thead> <tr> <th>Scoring Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Traffic fine report</td> <td>2</td> </tr> <tr> <td>Fuel report</td> <td>2</td> </tr> <tr> <td>Accident report</td> <td>2</td> </tr> <tr> <td>Expenditure report</td> <td>2</td> </tr> <tr> <td>Vehicle utilisation report</td> <td>2</td> </tr> <tr> <td>API report- is where two systems integrate with each other to provide the required data. (If a report cannot be provided as evidence, a signed letter confirming that such will be done within 30 days of appointment)</td> <td>2</td> </tr> </tbody> </table>	Scoring Matrix	Points	Traffic fine report	2	Fuel report	2	Accident report	2	Expenditure report	2	Vehicle utilisation report	2	API report- is where two systems integrate with each other to provide the required data. (If a report cannot be provided as evidence, a signed letter confirming that such will be done within 30 days of appointment)	2	12
Scoring Matrix	Points														
Traffic fine report	2														
Fuel report	2														
Accident report	2														
Expenditure report	2														
Vehicle utilisation report	2														
API report- is where two systems integrate with each other to provide the required data. (If a report cannot be provided as evidence, a signed letter confirming that such will be done within 30 days of appointment)	2														



8.1.3 Vehicle management

Bidders must provide the following for Insurance, tracking and helpdesk:

Scoring Matrix	
Comprehensive Insurance and Self-Insured vehicles	
signed letter or agreement from an authorized financial institution (such as an insurance company or a recognized entity providing this service). confirming comprehensive vehicle insurance or if self-insured. (Annexure I)	2
Comprehensive insurance with third party cover of R6 million and public liability of R20 million indicated on the signed letter or agreement. For self-insured, the bidders bank signed confirmation letter is required indicating these cover amounts.	2
Vehicle Tracking	
Proof of a signed tracking contract or letter from an authorised service provider (Annexure J)	2
Geofencing capability & 24-hour monitoring and reporting must be indicated in the signed contract or letter from the tracking service provider	2
Helpdesk & roadside help (indicated on the insurance or tracker contract or letter or from other service providers)	
Proof of signed agreement or letter from an authorised service provider (Annexure K)	2
24-hour service offered and indicated on the signed contract or letter of the tracker, insurance or any other service provider.	2

12

NB: Bidders that score less than a total of 53 points out of 63 points for functionality will be considered as submitting a non-responsive bid and will not be considered for further evaluation.



8.2 The **third stage** is based on a physical site visit to determine the actual daily operations of the business and the actual operating site from where the bidder operates using the following criteria.

SITE VISIT

- Site visit will only be conducted to bidders who have passed stage two.
- The site visit will be conducted at the bidder’s nominated branch or head office.

Scoring Matrix	Points	12
Operational staff on-site	4	
A fully established physical office site with the presence of operating working tools such as landline, cellular phone, laptop, desktop, printer, office furniture, internet and connectivity	4	
Inspection of a minimum of 5 available vehicles in any vehicle category as indicated on the rate sheet on-site should be granted. These vehicles should also be verified by an eNatis report as proof of bidder’s ownership. If the vehicles are through a joint venture, such proof is required from the joint venture in a form a signed letter or agreement.	4	
<p>NB: Bidders must score the full 12 points on this stage. Bidders that have not scored the full 12 points will be considered as submitting a non-responsive bid and will not be considered for further evaluation.</p>		

8.3 THE FOURTH STAGE OF EVALUATION IS BASED ON PRICE AND SPECIFIC GOALS, WHICH WILL BE EVALUATED USING THE FOLLOWING CRITERIA AND POINTS:

POINTS AWARDED FOR PRICE

8.3.1 Price evaluation (90 points)

Criteria	Points
<p>Price evaluation</p> $P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	90

The following formula will be used to calculate the points for price:

Where:

P_s = Points scored for comparative price of bid under consideration





- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

8.3.2 POINTS AWARDED FOR SPECIFIC GOALS (10 POINTS)

The specific goals allocated points in terms of this bid	Number of points allocated (90/10 system)	Percentage ownership equity (To be completed by Tenderer)	Number of points claimed (90/10 system) (To be completed by Tenderer)
Race (black people)	5		
Women	2		
Disabled	1		
Youth (below 35 years)	2		

Stats SA reserves the right to require from the bidder, either before a tender is adjudicated or any time subsequently, to substantiate any claim regarding preferences in any manner required.

b. The following formula must be applied to calculate the number of points for equity ownership by Historical Disadvantaged Individuals (HDI):

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity Ownership by an HDI

EP = The percentage of equity ownership by an HDI Within the enterprise or business

- c. Bidders who wish to claim points in terms of the tables above, need to provide proof for each point claimed as guided below:
 - i. Race: (black) – attach certified copies of Identity Documents (ID) and certified company registration document, CSD full detail report, certified BBBEE Certificate/Sworn affidavit to show substantiate ownership equity.
 - ii. Women: – attach certified copies of Identity Documents (ID) and certified company registration document CSD full detail report, certified BBBEE Certificate/Sworn affidavit to show substantiate
 - iii. Disabled – attach medical certificate from a medical practitioner registered with the Health Professional Council of South Africa (HPCSA) confirming the disability.
 - iv. Youth – attach certified copies of Identity Documents (ID) and certified company registration





document CSD full detail report, certified BBEE Certificate/Sworn affidavit to show substantiate

GENERAL CONDITIONS

The following conditions must be read in conjunction with the General Conditions of Contract (GCC).

9.1 Compliance

- 9.1.1** Bidder(s) must comply with all specifications of this bid. Where additional information is required, bidders must respond in full and attach an addendum to the bid response, clearly indicating the corresponding relevant section or paragraph they are referring to.
- 9.1.2** It is imperative that the bidder(s) indicates their compliance with all the conditions as outlined in the GCC. Failure to indicate compliance/non-compliance will result in Stats SA disqualifying the bid.
- 9.1.3** Bidders must indicate the type(s) of vehicle(s) they are bidding for from the vehicle specifications/rate sheet **(Annexure C)**
- 9.1.4** This bid shall be valid for a period of one hundred and twenty (120) days after the closing date.

10. REPORTING REQUIREMENTS

Bidders are required to provide the below listed reports within seven (7) days after month end.

- 10.1** Monthly vehicle utilisation reports.
- 10.2** Monthly vehicle accident reports.
- 10.3** Monthly traffic fines report.
- 10.4** Daily vehicle tracking reports.
- 10.5** Monthly expenditure reports.
- 10.6** Monthly Fuel reports.
- 10.7** Monthly API tracker interface consolidated report on vehicles usage and data collection areas by field workers.

11. SPECIAL CONDITIONS

- 11.1** Bidders must submit, together with their proposals, the Board Resolution confirming that the person signing the bid document is duly authorised to do so and to conclude any legal documents on behalf of the company. **(Annexure L)**
- 11.2** Bidders shall enter into a Service Level Agreement (SLA) with Stats SA. The said agreement is in a format prescribed by Stats SA and must be fully signed and submitted with the bid pack. **(Annexure O)**



- 11.3** The contract with successful bidders will commence once an appointment letter is issued. The Service Level Agreement must be concluded within 30 days by both parties.
- 11.4** Stats SA's intention is to award the contracts to bidders who have scored as per the evaluation criteria in line with PPPFA requirements.
- 11.5** All prices quoted on the rate sheet (**Annexure C**) must be in South African rands inclusive of VAT.
- 11.6** Bidders must provide a minimum of 100km free per day, which must be indicated on the rate sheet (Annexure C) which is a standard requirement in the vehicle rental industry.
- 11.7** Stats SA reserves the right to contact or visit the current and previous clients the bidder has or had contracts with, to ascertain information regarding the quality of services provided by the bidder.
- 11.8** Stats SA reserves the right to appoint one or more successful bidders that have passed all the stages of the evaluation criteria for the services required.
- 11.9** In the event that two or more bidders have scored equal total points, the successful bidder must be the one scoring the highest number of preference points for specific goals. Should two or more bidders be equal in all respects, the award shall be decided by drawing of lots.
- 11.10** Should the bidders designated personnel resign or become unavailable, the preferred bidder must replace him/her with a person who has the knowledge and experience in the vehicle rental industry and inform Stats SA immediately within 72 hours.
- 11.11** The successful bidder(s) will be required to provide hired vehicles upon receipt of an official order.
- 11.12** This bid is subject to Preferential Procurement Policy Framework Act (PPPFA) 2000 and Preferential Procurement Regulations (PPR), 2022, where the objective criteria will be used. One or more bidders will be appointed who have passed all the evaluation stages and the price and preference points from highest to lowest.
- 11.13** Stats SA reserves the right to negotiate the insurance excess fee and the daily rates to market value per category of vehicles in consultation with the appointed successful bidders.
- 11.14.** Bidder confirms that the vehicles that will be supplied will be according to the specifications as indicated in the bid document.
- 11.15.** Bidder confirms that airport/locations/depot fees and delivery/collection fees will be for the account of the bidder.
- 11.16** Bidders who will be submitting the bid as a joint venture (JV) should attach JV agreement.
- 11.17** Bidders who intend to use joint venture to execute the contract or part thereof, the bidder must remain responsible and accountable for the completion of the work or delivery of service



requirements and that no agreement between the successful bidder and the joint venture will be binding to Stats SA.

12. Information session (not compulsory)

An information session will be held as follows:

Date: 22 July 2026

Time: 10:00 AM

Venue: Microsoft Teams (Online)

<https://teams.microsoft.com/meet/331779996320215?p=jzFk7DJb9iZYtsR8HC>

13. Submission of bids

- 13.1.** Bidders are required to submit one (1) original plus one (1) copy, electronic copy (USB) of the bid document.
- 13.2.** Statistics South Africa may request clarification or further information regarding any aspect of the bid.
- 13.3.** The bidder must supply the requested information within 48 hours after the request has been made, otherwise the bid will be disqualified.
- 13.4.** Bids received after the closing date and time will be disqualified.

14. Enquiries

For more information, please contact: Bid Office

Tel: 012 310 8940/6978/2114/2946 OR 012-406 3154 /3158

Email address: bidoffice@statssa.gov.za



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

Stats SA 003/26

Recommended/not recommended

Chairperson: BSC

Date: 2026/06/23

Supported /not supported

Chairperson: BAC

Date: 25.06.2026

Approved / ~~not approved~~

Risenga Maluleke

Date: 29/06/2024



