

RQN00000205933

VEHICLE MANAGEMENT SERVICES

Bid Closing Date, and Time

19 November 2024 at 14:00 AM

TO CLAIM SPECIFIC GOALS,
Bidder must submit the following,

Proof of ownership must be attached in the form of:

- a) Copy of the founding documentation of the company with which the ownership is listed i.e. CIPC, etc;
 - b) Copy of the IDdocument(s) of the owner(s)
- c) Proof of medical certificate confirming disability of

the owner(s) (if applicable).



COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION National Office

28 Harrison Street, Johannesburg, 2001
Private Bag X94 Marshalltown, 2107; Tel (011) 377-6650; Fax (011) 834-7351
Docex: DX147; Email: DLSCMEnquiries@ccma.org.za

REQUEST FOR QUOTES

The National Office of the CCMA invites service providers to submit quotations based on the specification attached:

RFQ NO:	RQN00000205933					
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	The CCMA invites prospective service providers who can manage the services of the CCMA 1 existing vehicle for a period of forty-nine (49) months. The contract is anticipated to commence 01 December 2024 ending 31 December 2028					
ISSUING DATE:	12 November 2024					
	RE THAT THE QUOTATION HAVE THE TOTAL FIXED AMOUNT STATED IN CMA TO BE ABLE TO EVALAUTE YOUR PRICE AND PRICE MUST INCLUDE ALL TAXES					
RFQ CLOSING DATE:	TIME:	14h00	DATE:	19 November 2024		

DELIVERY ADDRESS: Delivery Address:

CCMA Vaal 28 Cnr Kruger avenue and Edward, Vereeniging 1939

Contact person for delivery: Palesa Mofana 016 440 2705

SPECIFICATION

- 1.4 Prospective service providers are expected to provide detailed financial proposal on the required services.
 - 1. Description of existing vehicle

Description	Quantity	Region/ Location
Toyota Professional 1.6 (2016) sedan – Mileage: 69 639km	1	CCMA Johannesburg / Vaal Office

Call Centre: 0861 16 16 16 Web: www.ccma.org.za

2. Scope of Work

The service provider will be expected to provide the following services.

2.1 Service and Maintenance

- Service and maintenance of the vehicle must be on regular intervals of at least 10 000 km or once a
 year whichever comes first or as per the manufacture's service intervals
- Replacement of Eight (8) tyres for the vehicle (for the duration of contract as and when needed).
- Renewal of car license discs when due.

2.2 Vehicle Management cards

- Petrol Cards
- Maintenance/Repair Cards
- e Toll Tags

2.3 Fine Management

The service provider will be expected to provide fine management services

2.4 Vehicle breakdown

The service provider will be expected to provide mechanical breakdown assistance and towing.

2.5 Vehicle monitoring and tracking

- The service provider will be expected provide maintenance management services with fitted/installed tracking devices.
- Vehicle tracking devices with real time tracking with login capabilities, panic button and a monthly report.

3. Service period

Forty-nine (49) months

QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON	Khumbuzile Ndevu; Email: khumbuzilen@ccma.org.za; Tel: 011 377 6636			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: RFQ7@CCMA.org.za only All quotations need to be on an official letterhead(All cost included)			
DISQUALIFICATION	Quotations not submitted to the RFQ7@CCMA.org.za will be disqualified.			
EVALUATION OF QUOTATIONS	All quotations above R2000 will be evaluated on pricing and preferential points using the 80/20 preference points system.			

- The 80 points is for requests for quotations up to the rand value of R1 million.
- The 20 points will be allocated to promote this goal and points will be allocated in terms of the CCMA Preference Goal 1: Proof of ownership must be attached in the form of:
- Copy of the founding documentation of the company with which the ownership is listed i.e. CIPC etc;
- Copy of the id-document (s) of the woman(e)
- Latest central supplier database (CSD) report of which ownership of the woman is listed.

NB: Failure to adhere to the above will result in the non-allocation of preferential points.

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE VEHICLE MANAGEMENT SERVICES FOR THE CCMA OWNED VEHICLE FOR A PERIOD OF FOURTY-NINE (49) MONTHS:

The CCMA invites prospective service providers who can manage the services of the CCMA 1 existing vehicle for a period of 49 months. The contract is anticipated to commence 01 December 2024 ending 31 December 2028.

1.4 Prospective service providers are expected to provide detailed financial proposal on the required services.

1. Description of existing vehicle

Description	Quantity	Region/ Location
Toyota Professional 1.6 (2016) sedan – Mileage: 69 639km	1	CCMA Johannesburg Office

2. Scope of Work

The service provider will be expected to provide the following services;

2.1 Service and Maintenance

- Service and maintenance of the vehicle must be on regular intervals of at least 10 000 km or once a
 year whichever comes first or as per the manufacture's service intervals
- Replacement of Eight (8) tyres for the vehicle (for the duration of contract as and when needed).
- Renewal of car license discs when due.

2.2 Vehicle Management cards

- Petrol Cards
- Maintenance/Repair Cards
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2.3 Fine Management

The service provider will be expected to provide fine management services

2.4 Vehicle breakdown

The service provider will be expected to provide mechanical breakdown assistance and towing.

2.5 Vehicle monitoring and tracking

- The service provider will be expected provide maintenance management services with fitted/installed tracking devices.
- Vehicle tracking devices with real time tracking with login capabilities, panic button and a monthly report.

3. Service period

4. PRICE EVALUATION CRITERIA

STAGE 2 – Price and BBEEE

Price and B-BBEE will be evaluated as per the table below:

PRI	CE AND PREFERENCE POINTS	MAXIMUM POINTS TO BE AWARDED
1.	Price Relative competitiveness of proposed price	80
2.	Specific Goals 1	20
	TOTAL FOR PRICE AND PREFERENCE	100

5. CCMA PHYSICAL ADDRESS FOR THE VEHICLE:

Vaal Office

Cnr. Kruger Avenue & Edward Street

Vereeniging, 1939.

Tel: 016-440-2700

6. Pricing

Service providers must provide pricing proposals as required in below (Inclusive of all applicable taxes e.g. Value Added Tax and Annual escalations).

1. SERVICE

Table – A: SERVICE FEES

Service Description	Monthly N	Monthly Maintenance Costs (Price Inclusive of Value Added Tax)				ed Tax)					
	Monthly Charge	Year –1	Monthly Charge	Year –2	Monthly Charge	Year –3	Monthly Charge	Year –4	Monthly Charge	Year –5 (1 month)	Monthly Charge
	R	R	R	R	R	R	R	R	R	R	R
Service Maintenance and repairs											
Fuel Card – Handling fee											
E Toll Cards – Handling fee											
Vehicle vehicle breakdown											
Fine Management (Per fine) – Handling fee											
Vehicle Tracking devices – installation cost											
Tracking devices – subscription fee											
Sub-total											

Overall Total for 49 months	

THE GRAND TOTAL PRICE FOR 49 MONTHS (INCLUDING VAT & ESCALATIONS) WILL BE USED FOR EVALUATION PURPOSES.

Special conditions:

- 1. Bidders must take note that, save for the letter of award and the Service Level Agreement, the CCMA will not entertain any additional documents.
- 2. No upfront payments/ deposits will be made.
- 3. Bidders are required to complete the Pricing schedule enclosed in the bid document.



COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

TO THE CCMA

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

By signing this form;

- a) I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013.
- b) I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty.
- c) I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty.
- d) I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available. Further details are available on the CCMA website.

SIGNED AT	ON THIS	DAY OF	2024
COMPANY NAME:			
INITIAL AND SURNAME (OF REPRESENATIVE OF T	HE COMPANY:	
SIGNATURE OF REPRES	SENATIVE OF THE COMPAI	NY:	

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

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

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
 - 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 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest 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 tender are allocated as follows:

	POINTS
Price	80
Specific Goal(s)	20
Total points for Price and Specific Goals	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for Specific Goal(s) with the tender, 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) "tender" 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 tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "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
- (e) "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 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10
$$Ps = 80\left(1 - \frac{Pt - P\,min\,\square}{P\,min\,\square}\right)$$
 or $Ps = 90\left(1 - \frac{Pt - P\,min\,\square}{P\,min\,\square}\right)$

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80\left(1 + rac{Pt - P \, max \, \square}{P \, max \, \square}
ight)$$
 or $Ps = 90\left(1 + rac{Pt - P \, max \, \square}{P \, max}
ight)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOAL(S)

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for SPECIFIC GOAL(S) stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for Specific goal(s) for both the 90/10 and 80/20 preference point system.

Table 1: Specific Goal(s) for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Ownership verification will be conducted in line with the Central Suppliers Database by National Treasury. Ownership verification will also be verified through the BBBEE scorecard/ sworn affidavits attributes	80/20 Preference points system	90/10 Preference Points system
Price	80	90
Women Owned Entities	08	04
Youth Owned Entities	06	03
Black Owned Entities	04	02
PWD Owned Entities	02	01
Total points for Price and Specific Goals	100	100

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

i. **Total Tendered Price** 80 points ii. Women Owned Entities 08 points Youth Owned Entities **Specific Goals (Maximum Points)** iii. 06 points **Black Owned Entities** 04 points Persons with Disability Owned Entities: 02 points 100 points **Total**

4.3 The points scored for specific goals will be added to the points scored for price and the total must be rounded off to the nearest 2 decimal places.

5 TENDER PRICE

The following formula will be used to calculate the points out of 80 for price in respect of tender with a rand value not exceeding R 50 million (inclusive of all applicable taxes). the lowest acceptable tender must score 80 points for price, and other tenders which are high in price must score fewer points, on pro rata basis.

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$
 where -

Ps = points scored (awarded) for price of tender under consideration

Pt = price of tender under consideration; and

Pmin = price of the lowest acceptable tender

6 SPECIFIC GOALS

6.1 % OWNED BY PEOPLE WHO ARE WOMEN (WO)

A maximum of eight (08) points will be awarded to a tenderer who is a woman. equity ownership for women will be determined by the % of the enterprise owned by such a person or by the % of shares owned by member/s who are actively involved in the day-to-day management of the company or enterprise.

% of enterprise owned by women -----%

thus, points awarded:
$$8 \times \frac{\% WO}{100} =$$

proof of ownership must be attached in the form of:

- a) Copy of the ID;
- b) Copy of the founding documentation of the company with which the ownership is listed i.e. CIPC etc.

6.2 % OWNED BY YOUTH PEOPLE (YO)

A maximum of six (06) points will be awarded to a tenderer who is a youth. Equity ownership for youth will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

% of enterprise owned by youth person(s).....%

thus, points awarded: $6 \times \frac{\% \text{ yo}}{100} =$

Proof of ownership must be attached in the form of:

- a) Copy of ID;
- b) Copy of the founding documentation on the company with which the ownership is listed i.e. CIPC etc.

6.3 % OWNED BY BLACK PEOPLE (BO)

A maximum of four (4) points will be awarded to a tenderer who is black people % of enterprise.

% owned by black people -----%

thus, points awarded: $4 \times \frac{\% BO}{100} =$

proof of ownership must be attached in the form of:

- a) Copy of ID;
- b) Copy of the founding documentation on the company with which the ownership is listed i.e. CIPC etc.

6.4 % OWNED BY PERSONS WITH DISABILITY (PWD)

A maximum of two (2) points will be awarded to a tenderer who is disabled. equity ownership for persons with disability youth will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

% of enterprise owned by persons with disability.....%

thus, points awarded: $2 \times \frac{\% PWD}{100} =$

proof of ownership must be attached in the form of:

- a) Copy of ID;
- b) Copy of the founding documentation on the company with which the ownership is listed i.e. CIPC etc;
- c) Proof of Medical certificate confirming disability

(To be completed by bidder)

TABLE B: OWNERSHIP

NAME AND SURNAME /ENTITY NAME	GENDER (MALE OR FEMALE)	AGE i.e., 32	CITIZENSHIP (RSA, OR SPECIFY OTHER)	ETHNIC GROUP (BLACK, WHITE, ETC.)	NUMBER OF SHARES PER SHAREHOLDER	PERCENTAGE OF OWNERSHIP (%) PER SHAREHOLDER
Total						

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS

OWNERSHIP	TOTAL PERCENTAGE OF OWNERSHIP	SPECIFIC GOALS POINTS CLAIMED
Woman ownership- WO		
Black Ownership- BO		
Youth Ownership- YO		
Persons with Disability-PWD		
Total		

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm			
Company registration number:			
TYPE OF COMPANY/ FIRM			
 □ Partnership/Joint Venture / Consortium □ One-person business/sole propriety □ Close corporation □ Public Company □ Personal Liability Company □ (Pty) Limited □ Non-Profit Company □ State Owned Company [TICK APPLICABLE BOX] 			

- 4.6. 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) as advised in the tender, 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the Specific Goal(s) have 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 TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	

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 interest1 in the enterprise, employed by the state?

 YES/NO
- 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 institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

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)			
3.1 3.2	I have read and I understand the contents of this disclosure; I understand that the accompanying bid will be disqualified if this			
3.3	disclosure is found not to be true and complete in every respect; 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 consultation?			
3.4	venture or consortium2 will not be construed as collusive bidding. 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.			
3.4	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.			
3.5	There have been no consultations, communications, agreements or			

arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium 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.

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.

3.6 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