

# DANNHAUSER LOCAL MUNICIPALITY (KZN -254)

8 Church Street  
Private bag X1011  
Dannhauser  
3080



Telephone: (034) 621 2666  
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## INVITATION TO TENDER TENDER NO: 01/12/2022

### DESCRIPTION: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR FLEET MANAGEMENT FOR A PERIOD OF THREE (3) YEARS

Bids are hereby invited in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for the appointment of panel of service providers for fleet management for a period of three (3) years.

**A NON-REFUNDABLE BID** document fee of **R250.00** is payable in cash at the cashier's office during 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Bank – **FNB**, Account Holder - **Dannhauser Municipality**, Account No. **62369194106**, Branch code - **270324** and Account type – **Cheque** and documents will be available from **02/12/2022**. Documents will also be available for download from E-Tender.

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No. 5 of 2000) (No 5 of 2000 Amended in 2017). Original Certified BBBEE certificate must be submitted.

**In terms of section 13 of the municipal Supply Chain Management Policy, the Municipality will reject all tenders that do not comply with the following conditions.**

### Conditions

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least One Hundred and Twenty Days (120) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must include Tax Clearance Certificate (SARS Pin).
- This bid is subject to the general conditions of contract (GCC) and if applicable, any other specific conditions of contract.
- Bidders must complete all MBD Forms.
- Capacity to undertake work within stipulated time frame
- CIPC Registration certificate "CK"
- Current municipal rates account not older than 3 months/ Proof of residential address if you reside in the non-rate paying area or a lease agreement and rates account when you are a tenant in your business premises.
- No bids will be considered from persons in the service of the state.
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box.
- The Municipality reserves the right to withdraw any invitation to tenders and/or to re-advertise or to reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points

## FUNCTIONALITY / TECHNICAL EVALUATION CRITERIA

Criterion Weighting	Weighting	Guidelines
<p><b>Work Experience.</b></p> <p><b>Number of successfully completed similar Contracts with traceable references: similar type</b></p>	<b>50</b>	<ul style="list-style-type: none"> <li>➤ <b>&gt;05 Contracts</b> :50 points</li> <li>➤ <b>4 Contracts</b> :40 points</li> <li>➤ <b>3 Contracts</b> :35 points</li> <li>➤ <b>2 Contracts</b> :10 points</li> <li>➤ <b>1 Contract</b> :05 points</li> </ul>
<p><b>Key Personnel</b></p> <ul style="list-style-type: none"> <li>➤ <b>He or She must possess 3 years and above in Mechanical work (CV and qualifications to be submitted)</b></li> </ul>	<b>20</b>	<ul style="list-style-type: none"> <li>➤ <b>3 years experience</b> :15 points</li> <li>➤ <b>2 years experience</b> :10 points</li> <li>➤ <b>1 year experience</b> :05 points</li> </ul>
<p><b>Owned or rental workshop and secured (Tittle deed or signed lease agreement to be submitted)</b></p> <p><b>(The property must be insured for liability and the business or entity must not have defective workmanship)</b></p>	<b>10</b>	<b>10 points</b>
<p><b>Supplier must be an accredited member of Motor Retail Industry ( MRI) and AA Approved. ( Certificate of registration must be submitted)</b></p>	<b>20</b>	<b>20 points</b>
<b>TOTAL</b>	<b>100</b>	

- ❖ This will be evaluated on Functionality according to the criteria and weighting as listed in the table above.
- ❖ 80 points minimum functionality score will qualify the bid to move on to the next round where PPPFA evaluation principle shall be applied, which is Price and Preference evaluation.

Tenders must be submitted in a sealed envelope; clearly marked “**TENDER NO: 01/12/2022 APPOINTMENT OF SERVICE PROVIDERS FOR FLEET MANAGEMENT FOR A PERIOD OF THREE (3) YEARS**” and must be deposited into the tender box situated at the security room of Dannhauser Municipal offices. Bidders using the courier companies should ensure that the documents are being deposited into the tender box and that the messenger signs the register provided. Tenders should be received no later than **12H00** on **13/12/2022**, where after bids will be opened in public. **Late, emailed, or faxed bids will not be accepted.**

Any enquiries are to be directed to MR M Ntanzi, **Director Corporate Services**, email: [mlungisin@dannhauser.gov.za](mailto:mlungisin@dannhauser.gov.za) at 08 Church Street or Telephonically on **034 621 2666 ext. 0703** / Mr J Hlongwane, **SCM Accountant**; on **034 621 2666 ext. 0740** email; [joeh@dannhauser.gov.za](mailto:joeh@dannhauser.gov.za) during working hours, between 07h30 to 16h00 with a lunch interval from 13h00 to 13h30, Monday to Friday.

**MR S CELE**  
**MUNICIPAL MANAGER**