



SEDIBENG DISTRICT MUNICIPALITY
FORMAL WRITTEN QUOTATION

BID NO.:	DESCRIPTION	CONTACT PERSON
8/2/2/7-2024	Appointment Of A Panel Of Qualified Mechanical Service Providers For The General Repairs & Maintenance Of Municipal Fleet Vehicle Assets.	Mr. Thabo Mokoena Cell.: 082 308 9316 Email: thabom@sedibeng.gov.za

The employer is the **Sedibeng District Municipality**.

The physical address for collection of tender documents is the office of Sedibeng District Municipality, Third Floor, Cashier's Office, Corner Leslie & Beaconsfield Avenue, Vereeniging.

(Contact Person: Sibulele Zwedala at SibuleleN@sedibeng.gov.za OR 016 450 3115 for SCM Enquiries)

Documents will be available for download on the municipal website www.sedibeng.gov.za/tenders from **Monday, 20 January 2025 and during weekdays thereafter**.

The closing time for receipt of bid tender document is **12:00am on Friday, 28 February 2025**. Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

Tenders, completed as prescribed, shall be sealed in an envelope marked with the bidder's address, Tender No. and Description and be deposited in the **TENDER BOX at Sedibeng District Municipality, Cnr Leslie and Beaconsfield Avenue, Vereeniging. (The tender box is outside the building, ground floor)**.

Bidders must take note of the following:

- ✓ Bids must only be submitted on the bid documentation provided by the Sedibeng District Municipality;
- ✓ Bids will be evaluated according to the **80/20** preferential points system;
- ✓ Persons in the service of the state are not allowed to bid;
- ✓ The lowest or any other bid will not necessarily be accepted and the Municipality reserves the right to accept the whole bid or part thereof, or not to accept any bid;
- ✓ Late, unsigned, or incomplete bids will be disqualified;
- ✓ Bidders are requested to submit **two copies** (one copy and one original). Each copy must be clearly marked "**copy**" and "**original**";
- ✓ Bidders that are not registered on the Database will result to the tender being "**Non Responsive**"
- ✓ Bidders are requested to read and take note of the "Information to Bidders" attached on the bid document;
- ✓ All prospective suppliers are requested to attach their **Central Supplier Database (CSD)** registration number;

- ✓ The **CSD Summary Report** must be attached to the tender document submitted to Sedibeng District Municipality Main Building;
- ✓ Bidders who are not registered on the CSD are requested to contact National Treasury at csd@treasury.gov.za or on 012 406 9222 for any assistance / Sedibeng District Municipality Tender Advisory Helpdesk on **066 472 72 53**
- ✓ Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order;
- ✓ Bidders must ensure that the company status is “**In business**” with the Company and Intellectual Property Commission (**CIPC**);
- ✓ Bidders are requested to read and take note of the “information to Bidders” attached on the bid document;
- ✓ Bidders are required to submit original or certified copies of B-BBEE Status Level Verification Certificate together with their bids to substantiate their B-BBEE rating claims; and
- ✓ Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths
- ✓ A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.
- ✓ Tenderers should attach an Up-to-date utilities Account or Statement/ Lease Agreement.
- ✓ Prospective bidders will be required to deliver proof to the Sedibeng District Municipality that they are approved and accredited with Retail Motor Industry (RMI).
- ✓ Bidders must provide proof registration or recognition and accreditation from the Retail Motor Industry (RMI).
- ✓ Cover Letter with signed acceptance of our invitation and acknowledgement of our stated requirements and terms.
- ✓ Executive Summary describing how you intend to deliver the service and describing why your organisation is best placed to service our requirements.
- ✓ Readiness and implementation plan of the requested services as proposed by Fleet Management.
- ✓ Omission of proof in the form of supporting documents will lead to a bidder’s immediate disqualification from the Sedibeng District Municipality tender process.
- ✓ Quotations will be required on an as when required basis.