

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the Appointment of a panel of five (5) Service Providers for Maintenance of Municipal Vehicles as detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business in a sealed envelope indicating the name of bid must be deposited in the tender box situated in 1 Seller Street Nqanqaru, Finance Department, Cashier Reception area before 12h00 on **20 October 2026**. For queries, please email to scm@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Mr Z.Phillips

Tel: 045 932 8260

For Supply Chain Queries: Ms B.Mbizweni

Tel: 045 932 8174

APPOINTMENT OF A PANEL OF FIVE (5) SERVICE PROVIDERS FOR MAINTENANCE OF MUNICIPAL VEHICLES: ELM-2/004/2026-2027

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government
(see <https://secure.csd.gov.za/>) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 5) the tenderer has not:

- i) abused the Employer's Supply Chain Management System; or
- ii) failed to perform on any previous contract and has been given a written notice to this effect; and
- iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest

Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

- 6) the statement of municipal account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councillor is submitted with the tender document.
- 7) the price(s) quoted are valid for at least ninety (90) days from date of your offer.
- 8) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 9) the Joint Venture has attached the following :
 - a) J V agreement,
 - b) original or certified copy of consolidated BBBEE certificate, and
 - c) letter of signatory.

2. The tenderer is required to submit with his tender the following certificates:

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) A Copy of business entity registration certificate e.g. CK Document
- 3) Certified ID copy/s of business entity owners
- 4) Latest municipal account statement or lease agreement or affidavit from the South African Police Services and a letter from ward councillor.
- 5) Tax Compliance status documents with PIN from SARS must be attached
- 6) Proof of residence with CSD report

3. Returnable schedules required for tender evaluation processes

MBD 1: Invitation to bid

MBD 4: Declaration of Interest form

MBD 6.1: Preferential Procurement Framework as per 2022 regulations

MBD 6.2: Declaration certificate for local production and content with annexure C

MBD 7.1: Contract Form - Purchase of Goods/Services

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

MBD 9: Certificate of Independent Bid Determination

Elundini Municipality Supplier Declaration form (which is downloadable on the municipal website)

www.elundini.gov.za

NB: No quotations will be considered from persons in the service of the state

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 90 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered.
- 6) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Failure to comply with these conditions may invalidate your offer.
- 8) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) By mere submission of the bid, the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 11) National Treasury circular no. 9 of 2017/18 tax compliance shall apply.
- 12) Only locally produced goods or locally manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered.
- 13) Prices referred in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the SARB at 12:00 on the date that the bid has been advertised.
- 14) Bid will be evaluated based on 80/20, 80 for price and 20 points for specific goals.



15) Bidders must be allowed to submit bids by hand or by courier on condition that the responsibility of depositing the tender, bid or proposal lies squarely with the bidder not the Municipality.

16) No service or goods may be rendered / supplied until an official purchase order has been issue.

17) Contract shall be automatically cancelled where of interest was not disclosed.

SIGNATURE

A handwritten signature in black ink, consisting of a series of loops and a long vertical stroke, written over a horizontal line.

DATE

A small, stylized handwritten mark or signature in black ink, located in the bottom right corner of the page.

Project Name	Appointment of a panel of five (5) Service Providers for Maintenance of Municipal Vehicles
Project Description	Framework contract for a pool of maximum five (5) service providers for the maintenance, repair, servicing, supply and fitment of spare parts for elundini local municipality vehicles for a period of THREE (3) Months
Project Background	It is the intension of the Elundini Municipality to appoint service providers who will be responsible to assist with the maintenance and repairs of municipal Vehicles and Trucks. Service providers will be appointed for a period of THREE (3) Months. The service provider will be required to have their own fully equipped vehicle workshop with the RMI Certification. The fleet of the Municipality comprises of Sedans, LDV's, 4Ton trucks, 8Ton Trucks, refuse removal trucks (compactors), Cherry Picker, Crane Truck , Mini bus and tractors.

Scope of work/ deliverables

The following deliverables are expected:

The service provider will be required to have their own fully equipped vehicle workshop with the RMI Certification. The fleet of the Municipality comprises of Sedans, LDV's, 4Ton trucks, 8Ton Trucks , refuse removal trucks (compactors), Cherry Picker, Crane Truck , Mini bus and tractors.

The service provider will be expected to be able to perform the following but not limited services on behalf of the Elundini Local Municipality.

- Major Services and Repairs
- Minor Services and Repairs
- Emergency Repairs
- Preventive Maintenance
- Repairs of Vehicle Components (Starters, Radiators, Alternators, Hydraulic Cylinders'.)
- Replacement of Vehicle Components
- Auto Electrical Diagnosis and Repairs
- Repairs of transmission systems
- Suspension Repairs
- Re-setting and clearance of fault codes
- Repairs of the Braking System
- Repairs of the Hydraulic System including load testing and certification.
- Repairs of Pneumatic Systems
- COF readiness repairs



- Minor and Major Engine and Gearbox repairs

Tender Specifications

The tenders will be evaluated in terms of the Municipality Supply Chain Management policy, Preferential Procurement Framework Act (Act 5 of 2000) and its regulations as enacted in 2022. Tenders will be evaluated using the 80/20 points allocation system.

The total points out of a possible maximum of 100 will be calculated using various formulae to calculate price as well as for preferential procurement

The existing Municipal Fleet consists basically of Sedans, LDV's, 4 Ton trucks, 8 Ton Trucks, refuse removal trucks (compactors), Cherry Picker, Crane Truck, Mini bus and tractors.

The municipality may purchase new vehicle and/or equipment during the subsistence of this agreement. Attached under Table 1 – 9 is list of existing vehicles in the Municipal fleet. The municipality may have additional vehicles either the ones enlisted, however it must be noted that shall constitute additional pool towards appointed bidder/s as per their accreditation.

No work done must be done prior receipt of a formal work order issued by the Municipality.

All work must be executed by or under the supervision of a qualified mechanic.

Prices must include VAT and remain valid for a period of one year and escalation rate must be reflected where necessary on the pricing schedule.

Service providers may be required to go on site should there be a need to fix one of the municipal vehicles while it is on duty within the main office.

Panel will be appointed per category of vehicles in line with Table 1 – 9 of the pricing schedule.

For each category of vehicles from Table 1 to table 10 preferential point system will apply (Per Category).

Tenders are called for the servicing and maintenance of Municipal owned items listed below for a three-year period. Indicate with X the item you are interested in

PRICING SCHEDULE

- The General Conditions of Contract, the Contract Data, the Specifications (including the Project Specifications shall be read in conjunction with the Bill of Quantities.
- All components purchased for the Maintenance and repairs must be purchased from Original Equipment Manufacturer (OEM) and in the process bidders need to provide the Municipality with a percentage mark-up on the components purchased.
- All invoices submitted to the Municipality for the work done must include the original invoice from the OEM
- Although the Bidder is at liberty to insert a rate of his own choosing for each item in the Bill, he should note the fact under various circumstances, Service Provider may be paid for additional work carried out. This means that, therefore the Municipality will appoint the bidders at no guarantee of quantum of works and at rate basis
- Contents of the Standardized Specification, and the measurement and payment clause of each Particular Specification, read together with the relevant clauses of the Project Specifications, all set out which ancillary or associated activities are included in the rates for the specified operations.
- The amounts and rates to be inserted in the Bill of Quantities shall be the full inclusive amounts to the Employer for the work described under the several items. Such amounts shall cover all the costs and expenses that may be required in and for the: Panel Service, Maintenance and Repairs Of Municipal Fleet for Period of 3 Months and shall cover the costs of all general risks, profits, taxes (but excluding value-added tax), liabilities and obligations set forth or implied in the documents on which the Bid is based.
- An amount or rate shall be entered against each item in the Bill of Quantities, whether or not quantities are stated. An item against

which no amount or rate is entered will be considered to be covered by the other amounts or rates in the Bill.

1. Only accredited ISUZU service providers are hereby requested to quote for the service and maintenance of the following Municipal vehicles.

(JVC 133 EC) Isuzu Truck

Rates are requested as follows:

TABLE 1

Item No.	Description/ Specification	Amount
1.1	Labour rate for service (hourly rate) Minor Service	R
1.2	Labour rate for service (hourly rate) Major Service	R
1.3	Labour rate for Repairs (Hourly rate)	R
1.4	Assume Part Costs R1000: Value Charged as per Cost + own markup	R
1.5	Inspection and Diagnostics check with OBD	R
1.6	Consumables (Cleaning, coolant top-up, greasing)	R
1.7	Call Out Fee (Working Hours)	R
1.8	Call Out Fee (After Hours/Weekends/Public Holidays)	R
1.9	Travel Cost per KM not to exceed South Africa AA rate	R
	Total (excl. VAT)	R
	VAT	R
	Grand Total	R

2. Only accredited ISUZU service providers are hereby requested to quote for the service and maintenance of the following Municipal ISUZU Light Delivery Vehicles.

(HZC 191 EC) Isuzu double cab

(JXG 014 EC) Isuzu double cab

(HVZ 838 EC) Isuzu Single cab

Rates are requested as follows:

TABLE 2

Item No.	Description/ Specification	Amount
2.1	Labour rate for service (hourly rate) Minor Service	R
2.2	Labour rate for service (hourly rate) Major Service	R
1.3	Labour rate for Repairs (Hourly rate)	R
1.4	Assume Part Costs R1000: Value Charged as per Cost + own markup	R
1.5	Inspection and Diagnostics check with OBD	R
1.6	Consumables (Cleaning, coolant top-up, greasing)	R
1.7	Call Out Fee (Working Hours)	R
1.8	Call Out Fee (After Hours/ Weekends/Public Holidays)	R
1.9	Travel Cost per KM not to exceed South Africa AA rate	R
	Total (excl. VAT)	R
	VAT	R
	Grand Total	R

3. Only accredited UD TRUCKS service providers are hereby requested to quote for the service and maintenance of the following Municipal UD Trucks (Cherry Picker, Crane Truck , 8 Ton Truck , 4 Ton Truck , Low Bed, Compactor Truck)

(HBK 294 EC) UD Truck (Cherry Picker)

(JRT 662 EC) UD Truck (Low bed)

(FXN 283 EC) UD Truck

(HJY 683 EC) UD Truck 8 Ton

Rates are requested as follows:

TABLE 3

Item No.	Description/ Specification	Amount
2.1	Labour rate for service (hourly rate) Minor Service	R
2.2	Labour rate for service (hourly rate) Major Service	R
1.3	Labour rate for Repairs (Hourly rate)	R
1.4	Assume Part Costs R1000: Value Charged as per Cost + own markup	R
1.5	Inspection and Diagnostics check with OBD	R
1.6	Consumables (Cleaning, coolant top-up, greasing)	R
1.7	Call Out Fee (Working Hours)	R
1.8	Call Out Fee (After Hours/ Weekends/Public Holidays)	R
1.9	Travel Cost per KM not to exceed South Africa AA rate	R
	Total (excl. VAT)	R
	VAT	R
	Grand Total	R

4. Only accredited Nissan service providers are hereby requested to quote for the service and maintenance of the following Municipal Nissan Light delivery vehicles , SUV and Sedans .

(JBP 779 EC) NISSAN ALMERA
(JBP 776 EC) NISSAN ALMERA)
(JKP 257 EC) NISSAN ALMERA
(JKP 248 EC) NISSAN ALMERA
(JZZ 435 EC) NISSAN TERRA

Rates are requested as follows:
TABLE 4



Item No.	Description/ Specification	Amount
4.1	Labour rate for service (hourly rate) Minor Service	R
4.2	Labour rate for service (hourly rate) Major Service	R
4.3	Labour rate for Repairs (Hourly rate)	R
4.4	Assume Part Costs R1000: Value Charged as per Cost + own markup	R
4.5	Inspection and Diagnostics check with OBD	R
4.6	Consumables (Cleaning, coolant top-up, greasing)	R
4.7	Call Out Fee (Working Hours)	R
4.8	Call Out Fee (After Hours/Weekends/Public Holidays)	R
4.9	Travel Cost per KM not to exceed South Africa AA rate	R
	Total (excl. VAT)	R
	VAT	R
	Grand Total	R

5. Only accredited FORD service providers are hereby requested to quote for the service and maintenance of the following Municipal Light Delivery Vehicles, SUVs and Sedans

(HLX 205 EC) FORD RANGER SUPPERCAB
(JNG 895 EC) FORD EVEREST)

Rates are requested as follows:
TABLE 5

Item No.	Description/ Specification	Amount
5.1	Labour rate for service (hourly rate) Minor Service	R
5.2	Labour rate for service (hourly rate) Major Service	R
5.3	Labour rate for Repairs (Hourly rate)	R
5.4	Assume Part Costs R1000: Value Charged as per Cost + own markup	R
5.5	Inspection and Diagnostics check with OBD	R
5.6	Consumables (Cleaning, coolant top-up, greasing)	R
5.7	Call Out Fee (Working Hours)	R
5.8	Call Out Fee (After Hours/ Weekends/Public Holidays)	R
5.9	Travel Cost per KM not to exceed South Africa AA rate	R
	Total (excl. VAT)	R
	VAT	R
	Grand Total	R

6. Only accredited MAHINDRA service providers are hereby requested to quote for the service and maintenance of the following Municipal Light Delivery Vehicles.

(HBZ 808 EC) MAHINDRA

Rates are requested as follows:

TABLE 6

Item No.	Description/ Specification	Amount
6.1	Labour rate for service (hourly rate) Minor Service	R
6.2	Labour rate for service (hourly rate) Major Service	R
6.3	Labour rate for Repairs (Hourly rate)	R
6.4	Assume Part Costs R1000: Value Charged as per Cost + own markup	R
6.5	Inspection and Diagnostics check with OBD	R
6.6	Consumables (Cleaning, coolant top-up, greasing)	R
6.7	Call Out Fee (Working Hours)	R
6.8	Call Out Fee (After Hours/ Weekends/Public Holidays)	R
6.9	Travel Cost per KM not to exceed South Africa AA rate	R
	Total (excl. VAT)	R
	VAT	R
	Grand Total	R

7. Only accredited TOYOTA service providers are hereby requested to quote for the service and maintenance of the following Municipal Light Delivery Vehicles, SUVs , Sedans.

(HHD 526 EC) Toyota Single cab
 (HYN 942 EC) Toyota Single cab
 (HTC 619 EC) Toyota Single cab
 (JFB 396 EC) Toyota Single cab
 (HPY 730 EC) Toyota Corolla
 (JKJ 305 EC) Toyota Landcruiser 70
 (HYF 617 EC) Toyota Avanza
 (KJK 941 EC) Toyota Hilux 2024

Rates are requested as follows:

TABLE

Item No.	Description/ Specification	Amount
7.1	Labour rate for service (hourly rate) Minor Service	R
7.2	Labour rate for service (hourly rate) Major Service	R
7.3	Labour rate for Repairs (Hourly rate)	R
7.4	Assume Part Costs R1000: Value Charged as per Cost + own markup	R
7.5	Inspection and Diagnostics check with OBD	R
7.6	Consumables (Cleaning, coolant top-up, greasing)	R
7.7	Call Out Fee (Working Hours)	R
7.8	Call Out Fee (After Hours/ Weekends/Public Holidays)	R
7.9	Travel Cost per KM not to exceed South Africa AA rate	R
	Total (excl. VAT)	R
	VAT	R
	Grand Total	R

8. Only accredited MERCEDES BENZ service providers are hereby requested to quote for the service and maintenance of Municipal Mini Bus (Sprinter). (FRV 675 EC)

Rates are requested as follows:

TABLE 8

Item No.	Description/ Specification	Amount
8.1	Labour rate for service (hourly rate) Minor Service	R
8.8	Labour rate for service (hourly rate) Major Service	R
8.3	Labour rate for Repairs (Hourly rate)	R
8.4	Assume Part Costs R1000: Value Charged as per Cost + own markup	R
8.5	Inspection and Diagnostics check with OBD	R
8.6	Consumables (Cleaning, coolant top-up, greasing)	R
8.7	Call Out Fee (Working Hours)	R
8.8	Call Out Fee (After Hours/ Weekends/Public Holidays)	R
8.9	Travel Cost per KM not to exceed South Africa AA rate	R
	Total (excl. VAT)	R
	VAT	
	Grand Total	

Eligibility Criteria

The bidder must have been in operation for a minimum period of two (2) years and must submit a copy of the Companies and Intellectual Property Commission (CIPC) Registration Certificate. The bidder must Submit valid proof of registration with **at least one** of the following recognised industry bodies:

- **Retail Motor Industry Organisation IRMO; or**
- **Motor Workshop Association (MIWA); or**
- **Right to Repair Africa (R2RSA)**

The bidder must own or lease or have access to a fully operational workshop located within a 300 km radius of Elundini Local Municipality Head Office and must submit proof of ownership, a lease agreement, or a Signed access agreement. The Municipality reserves the right to inspect the workshop prior to appointment.

Failure to meet any of the above eligibility criteria will render the bid non-responsive.

Due Diligence

The municipality will conduct an intense due diligence which will include inspection of the tenderers' premises and workshop.

Preferential Points System

80/20 Price= 80 points Specific Goals= 20 Points

Specific Goals

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Proof to claim points
Tender Price	80		
EME or QSE which is at least 51% owned by black people	5 Points		• Company Registration document • Certified ID copy
EME or QSE which is at least 51% black owned by Local Business within: Elundini Local Municipality Outside Elundini Local Municipality within Joe Gqabi District Outside region	15 Points 10 Points 5 Points		• Proof of business operation within Elundini Municipality Jurisdiction or outside Elundini Local Municipality within JOE Gqabi District or outside region along with CSD report
Sub-Total (Specific Goals)	20 Points		

1. OUT-CLAUSE

- The Municipality reserves the right not to appoint if suitable candidates are not found at the complete discretion of the municipality.
- The municipality reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

2. BRIEFING SESSION

No compulsory briefing session will be held.

FUNCTIONALITY CRITERIA

Bidder who do not score a minimum of 70 points out of 100 points will not proceed to the next stage of pricing

Description	Evidence	Scoring Criteria
Business Premises		40 Points
Address and pictures of Business operating Premises	-Tyre Fitment Centre located outside Elundini Local Municipality jurisdiction	5 Points
	-Tyre Fitment Centre Located within Elundini Local Municipality jurisdiction	40 Points
Expertise		20 Points
Personnel	- 1x Curriculum Vitae of Administrative Personnel	10 Points
	-1x Curriculum Vitae of Tyre Fitment Worker	10 Points
Servicing Equipment		40 Points
Proof of Ownership or Lease Agreement for Wheel Alignment & Wheel Balancing Equipment at the operating premises	-None availability of Wheel Alignment & Wheel Balancing Equipment	0 Points
	-Availability of Wheel Alignment & Wheel Balancing Equipment	40 Points
TOTAL SCORE		100 Points

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320
All correspondence must be addressed to the Municipal Manager

Evaluation Criteria

The 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

Price - **80 points**

Specific goal - **20 points**

PPPFA 2022 Regulations shall apply.

Specific goals : No points will be allocated where no means of verification provided

The Specific Goals Allocated Points In Terms Of This Tender	Number Of Points Claimed (80/20 System) (To Be Completed By The Organ Of State)	Number Of Points Claimed (80/20 System) (To Be Completed By The Tenderer)	Means Of Verification
Tender Price	80		
An EME or QSE which is at least 51% owned by black who Youth-Enterprise 18-35	5 Points		- Company Registration document - Certified ID copy
An EME or QSE which is at least 51% disability equity ownership	2 Points		Certificate from Sassa or Doctor certificate (Proof of disability)
An EME or QSE which is at least 51% local business Elundini local municipality	5 Points		Proof of residence along with CSD report
EME or QSE which is at least 51% owned by black	8 Points		- Company Registration document - Certified B BBEE certificate or Original Sworn Affidavit
Sub-Total (Specific Goals)	20 Points		

DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Nqanqarhu
5480



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